New Jersey Judiciary

Administrative Office of the Courts

Automated Trial Court Systems Unit

JUDICIARY ELECTRONIC FILING IMAGING SYSTEM

J E F I S

E-FILING USING THE JEFIS FORECLOSURE ATTORNEY FILER Manual V 6.0

August 2012

CONTENTS

INTRODUCTION ---- *4*

JEFIS Foreclosure Features ---- 5

JEFIS Foreclosure System Requirements ---- 5

Optional Requirements ---- 5

JEFIS Support ---- 5

ACCESSING THE JEFIS FORECLOSURE ATTORNEY FILER ---- *6*

Accessing the JEFIS Attorney Filing Manager ---- 6

JEFIS FORECLOSURE E-FILING DOCUMENT FORMATS ---- *14*

Rich Text Format (RTF) Files ---- 14

3. Tagged Image Format (TIF) Files ---- 15

4. Portable Document Format (PDF) Files ---- 15

Efiling Package ---- 16

This manual does NOT provide instructions on creating mechanized XML files.CREATING a PACKAGE to EFILE USING THE JEFIS ATTORNEY FILING MANAGER ---- *16*

CREATING a PACKAGE to EFILE USING THE JEFIS ATTORNEY FILING MANAGER ---- *17*

Filing an Adjournment ---- 22

Filing an Answer ---- 25

Filing Answer Non-Contesting ---- 30

Filing Bankruptcy ---- 35

Filing Certifications v1 ---- 38

Filing Certifications v2 ---- 42

Filing a Complaint ---- 47

Filing Complaint-Other ---- 59

Filing Correspondence-Gen(eral) ---- 63

Filing JudgmentsV1 ---- 66

Filing JudgmentsV2 ---- 71

Filing Judgments-OptF (Judgments Optional Foreclosure) ---- 76

Filing Motion or Motion-OF(Office of Foreclosure) ---- 81

Filing Motion-Surp-Fun (Motion for Surplus Funds) ---- 85

Filing Obj-Amt-Due (Objection to Amount Due) ---- 89

Filing Obj-Motion (Objection to Motion) ---- 92

Filing Ord-F-A-T-Pl (Order Fixing Amount Time and Place) ---------- 95
Filing Ord-No-Motion (Orders No Motion) ---------- 97
Filing Pri-Motion (Priority Motion Documents) ---------- 100
Filing Proof-Mail (Proof of Mailing) ---------- 104
Filing Req-Default (Request for Default) ---------- 108
Filing Return-Service ---------- 111
Filing Stips-Sett-Disml (Stipulation of Settlement Dismissal) ---------- 115
Filing Sub-Atty (Substitution of Attorney ---------- 118
Filing Warr-Satisfy (Warrant to Satisfy) ---------- 121
Filing WD-Motion (Withdrawn Motion) ---------- 124
Filing Writ ---------- 126
Filing X-Code-Doc ---------- 130
RE-File a DOCUMENT ---------- 134
AUTOMATED CASE MANAGEMENT SYSTEM - PUBLIC ACCESS ---------- 138
COMMON PROCEDURES WHILE FILING ---------- 139
Saving the File ---------- 139
Correcting Invalid Field Entries ---------- 140
Save to Batch List ---------- 141
Editing Batch Filings ---------- 147
Transmit Single Filing ---------- 149
Batch Filings ---------- 154
Confirmation of E-filed Documents ---------- 162
Party Association ---------- 164
Additional Parties ---------- 167
Certification Overwrite Issue ---------- 172
APPENDIX A ---------- 173
Data Format Standards ---------- 174
Answer Data Fields ---------- 175
Additional Parties 175
Party Association 177
Answer Non-Contesting Data Fields ---------- 178
Party Entry 178
Party Association 180
Backloading ---------- 181
Bankruptcy Data Fields ---------- 182
Party Association 182

Certification v1 Data Field ---------- 183

Certification v2 Data Field ---------- 183

Complaint V1 and V2 Data Fields for all case types except 088 (in personam) and 089 (in rem) ---------- 184
Complaint- Additional Party Data Fields 189
Party Association 193

Judgment Data Fields ---------- 195
Required Fields for Optional Foreclosure 199
Party Association 200
Defendant Party Fields 201

Motion Data Fields ---------- 202
Party Association 202

Proof of Mailing Data Fields ---------- 203
Party Association 204

Post Judgment Sheriff's Document Data Fields ---------- 205

Request for Default Data Fields ---------- 206
Party Association 206

Return Service Data Fields ---------- 207

Motion for Surplus Funds Data Fields ---------- 209
Party Association 210

Writ Data Fields ---------- 211
Party Association 211

X-Code Document Data Fields ---------- 213
Party Association 213

The Following Documents will be Filed as 'Other' Documents ---------- 214
Other Document Data Fields 214
Party Association 214

APPENDIX B ---------- 215

INTRODUCTION

The primary focus of this manual is to assist participating attorneys in creating electronic foreclosure case files that can be transmitted to and read by the New Jersey Courts via the Judiciary's Electronic Filing and Imaging System (JEFIS).

The JEFIS Foreclosure Attorney Filing Manager allows participating attorneys to file documents in foreclosure proceedings with the New Jersey Courts electronically through the Internet. It also provides a mechanism for the New Jersey Courts to send correspondence to JEFIS "e-filing" attorneys, as well as direct case inquiry capabilities to e-filing attorneys.

E-Filed cases are available to the public via public access terminals. Older, non-imaged paper-based files will remain available through the SCCO.

This manual describes the data needed and used during an electronic filing. It provides details regarding how each document type is to be submitted and the components needed for each filing. Additionally, it provides an overview of the public access systems: Automated Case Management System – Public Access and NJ JEFIS Services.

The key result of the Foreclosure Attorney Filing Manager is the creation of an Extensible Markup Language (XML) file sent in combination with the document(s) e-filed. Files can be created either manually, or by using the mechanized XML files. XML technology represents a standard method of communicating data that resulted from the need to improve the functionality of Web technologies through the use of a more flexible and adaptable means to identify information.

JEFIS Foreclosure Features

- E-filing through JEFIS is free. There is no application fee and no charge to use JEFIS. *NOTE: Standard filing fees still apply and are paid through a collateral account.*
- E-filing is available daily (23 x 7).
- All e-filed documents are saved to a Judiciary mainframe and backed-up regularly.
- Participation in JEFIS e-filing provides free access to JEFIS case jackets and electronic access to collateral accounts.

JEFIS Foreclosure System Requirements

- Microsoft .NET Framework 2.0 or higher.
- MS-Windows operating system (Windows 7, XP or Vista) using a minimum screen resolution of 1024 by 768 pixels.
- Internet access through Internet Explorer version 6.0 sp2 or higher.
- Acrobat application to create Portable Document Files (PDF) files (Optional).

Optional Requirements

- A word processing application to create Rich Text Format (RTF) files.
- A scanner capable of 300 dots per inch (dpi) with a document feeder to create Tagged Image Format (TIF) files for exhibits. The TIF file must be TIF group 4 [2d-fax] and together with its e-filed document, cannot exceed 4MB.

JEFIS Support

Support is available Monday through Friday from 8:30AM thru 4:30PM for questions related to the installation and use of the JEFIS application through the Judiciary Problem Reporting Desk at (800) 343-7002 or (609) 633-2275.

ACCESSING THE JEFIS FORECLOSURE ATTORNEY FILER

The process of accessing the JEFIS Attorney Filer on a PC is by:

Accessing the JEFIS Foreclosure Attorney Filing Manager - The JEFIS Attorney Filing Manager is available to create an XML file to accompany document(s) e-filed to the New Jersey Courts.

NOTE: This manual explains the process of creating XML files using the JEFIS Attorney Filing Manager. Those who wish to mechanize their XML file creation process will find the STATEWIDE ELECTRONIC FILING PROGRAM Specifications for XML Data Files at the following link on its website.

http://www.judiciary.state.nj.us/jefis/GetStartedWithJEFIS_XML_v2.0.2_ForclPrimer.pdf

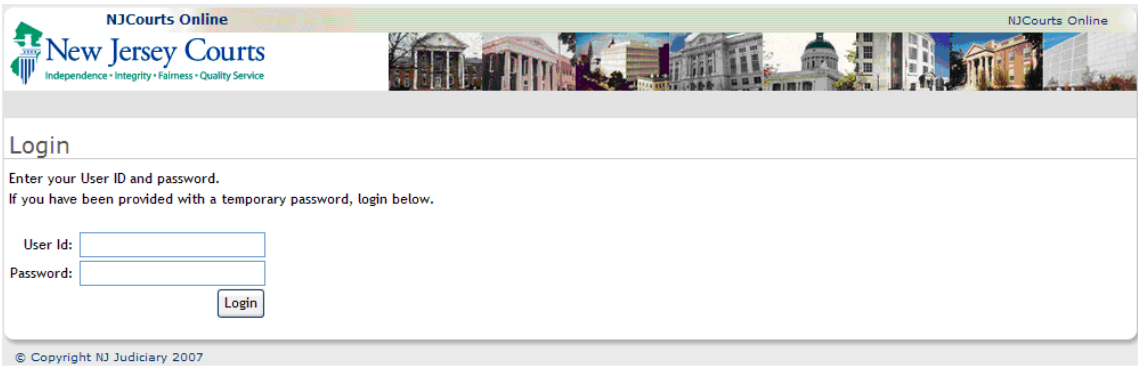
This manual does NOT provide instructions on creating mechanized XML files.

Accessing the JEFIS Attorney Filing Manager

Access to the JEFIS Attorney Filing Manager is available to generate XML files with documents to be e-filed.

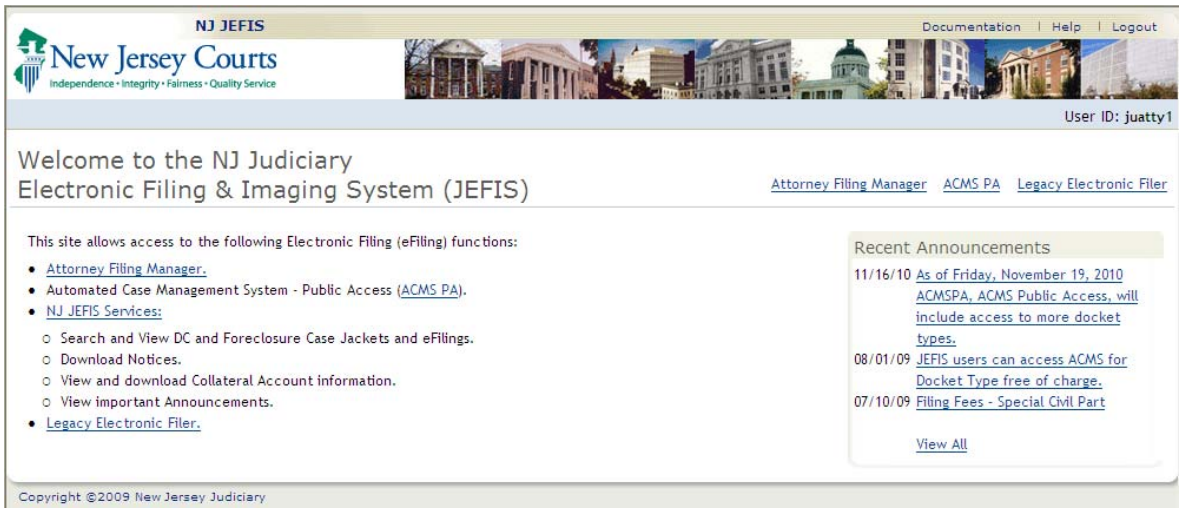
To access the JEFIS Attorney Filing Manager, start at the **NJ Courts Online** page at the following address:

https://njcourts.judiciary.state.nj.us/jefis/



Enter your **ID** and **Password** previously provided by the Superior Court Clerk's Office and click the **Login** button. The **NJ JEFIS** page displays.

NJ JEFIS Page


NJ JEFIS
Documentation | Help | Logout
New Jersey Courts
Independence • Integrity • Fairness • Quality Service
User ID: juatty1
Welcome to the NJ Judiciary
Electronic Filing & Imaging System (JEFIS)
Attorney Filing Manager
ACMS PA
Legacy Electronic Filer
This site allows access to the following Electronic Filing (eFiling) functions:
Attorney Filing Manager.
Automated Case Management System - Public Access (ACMS PA).
NJ JEFIS Services:
Search and View DC and Foreclosure Case Jackets and eFilings.
Download Notices.
View and download Collateral Account information.
View important Announcements.
Legacy Electronic Filer.
Recent Announcements
11/16/10 As of Friday, November 19, 2010 ACMSPA, ACMS Public Access, will include access to more docket types.
08/01/09 JEFIS users can access ACMS for Docket Type free of charge.
07/10/09 Filing Fees - Special Civil Part
View All
Copyright ©2009 New Jersey Judiciary

JEFIS Service Application Welcome screen

The Welcome screen provides attorneys with links to the attorney document filer application, JEFIS Services application, ACMS Public Access (ACMS-PA) and JEFIS announcements.

In addition to the **Attorney Filing Manager** link that accesses the **New Jersey Courts – NJ JEFIS**, **Attorney Filing Manager** page, the page also displays links to supporting applications as follow:

- Automated Case Management System – Public Access **(ACMS-PA)** is a case management and docketing system utilized by the civil courts within the state of New Jersey. The ACMS Public Access application allows inquiry-only access to docket information.
- The **NJ JEFIS Services** Application provides participating attorneys with access to their case jackets (where they are the attorney of record for the case), access to their collateral account balance and notices, and court announcements related to the JEFIS application. Attorneys are provided with the following features related to their filings:

    - Search eFilings
    - Retrieve Case Jacket
    - Retrieve Notices

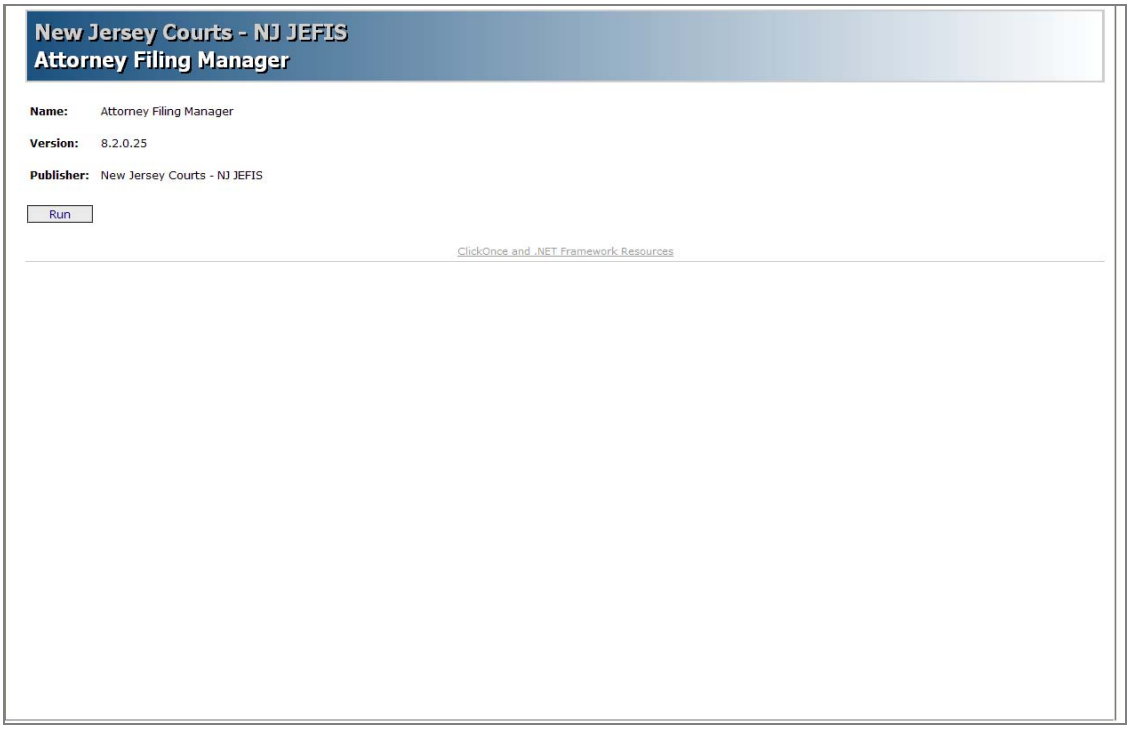
    The **NJ JEFIS Services** Application also allows access to the JEFIS Attorney Filing Manager, ACMS-PA (Automated Case Management System–Public Access) and Legacy Electronic Filer applications.

Refer to the on-line Attorney Service manual for information regarding this application:
http://www.judiciary.state.nj.us/jefis/JEFIS_foreclosure_services_manual.pdf

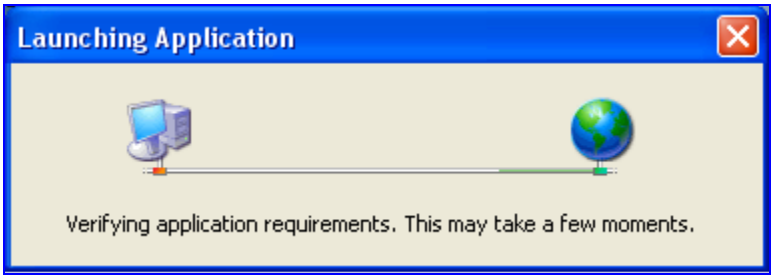
- The **Legacy Electronic Filer** link provides access to the previous version of the Judiciary's electronic filing application. The Attorney Filing Manager has replaced the Legacy Electronic Filer and will not be available after July 1, 2010.

New Jersey Courts – NJ JEFIS, Attorney Filing Manager

Click the **Attorney Filing Manager** link to access the **New Jersey Courts – NJ JEFIS**, **Attorney Filing Manager** page.


New Jersey Courts - NJ JEFIS
Attorney Filing Manager
Name: Attorney Filing Manager
Version: 8.2.0.25
Publisher: New Jersey Courts - NJ JEFIS
Run
ClickOnce and .NET Framework Resources

Click the **Run** button to launch the application. The process will display the **Launching Application** message below while it verifies application requirements.

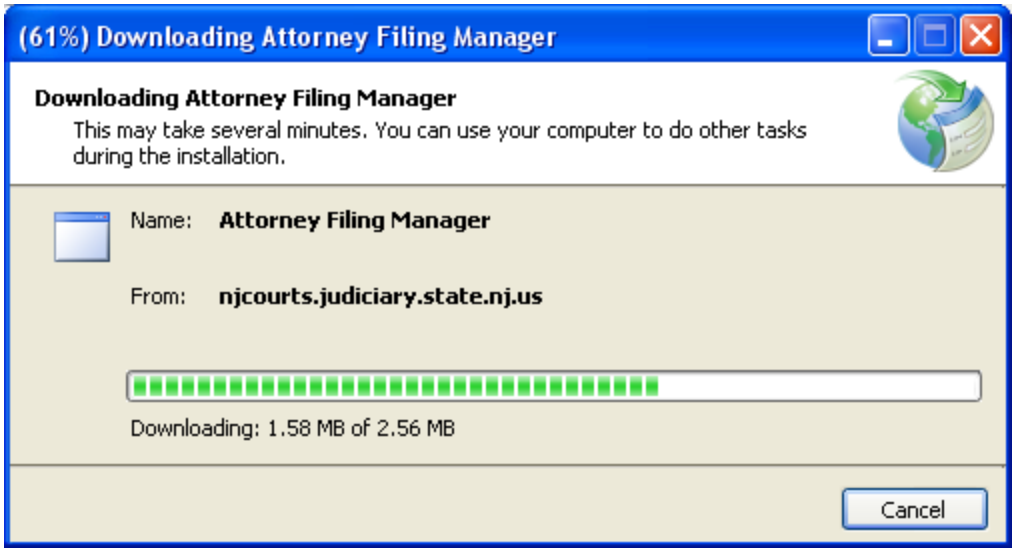


After completing the verification of application requirements, the **Application Run** window will display if the JEFIS Attorney Filing Manager was not previously accessed or if updates to the application exist and need to be downloaded.

Application Run - Security Warning
Do you want to run this application?
Name: Attorney Filing Manager
From: njcourts.judiciary.state.nj.us
Publisher: Judiciary Courts of the State of New Jersey
Run
Don't Run
While applications from the Internet can be useful, they can potentially harm your computer. If you do not trust the source, do not run this software. More Information...

Click the **Run** button to download the JEFIS Attorney Filing Manager. The progress of the download is indicated by the **Downloading Attorney Filing Manager** window below.

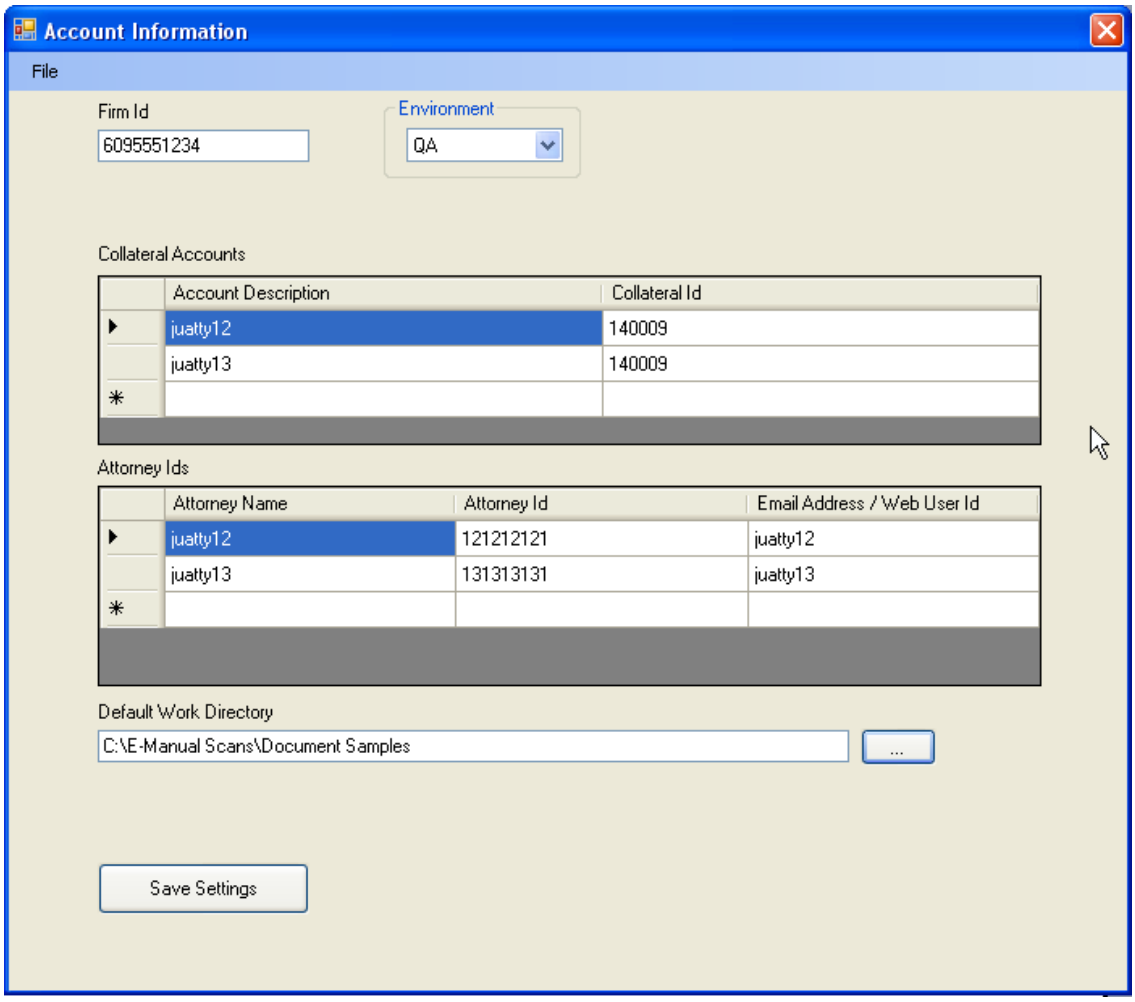
Note: This step ensures that the latest version is downloaded.


(61%) Downloading Attorney Filing Manager
Downloading Attorney Filing Manager
This may take several minutes. You can use your computer to do other tasks during the installation.
Name: Attorney Filing Manager
From: njcourts.judiciary.state.nj.us
Downloading: 1.58 MB of 2.56 MB
Cancel

Once the download process has completed, the **Attorney Filer Settings** message below will display the first time the JEFIS Attorney Filing Manager is accessed.

Click the **OK** button to display the **Account Information** window

Note: This step may be skipped if the account information is already completed.



Enter the **Firm ID** as provided by the Superior Court Clerk's Office and click the down arrow on the **Environment** field to choose the **PROD** environment.

Enter an **Account Description** and **Collateral ID** for each **Collateral Account** obtained from the Judiciary for the payment of filing fees. Attorneys and/or law

firms must establish collateral accounts with the Superior Court Clerk's Office for the payment of filing fees before their use of JEFIS Foreclosure Attorney Filer can begin.

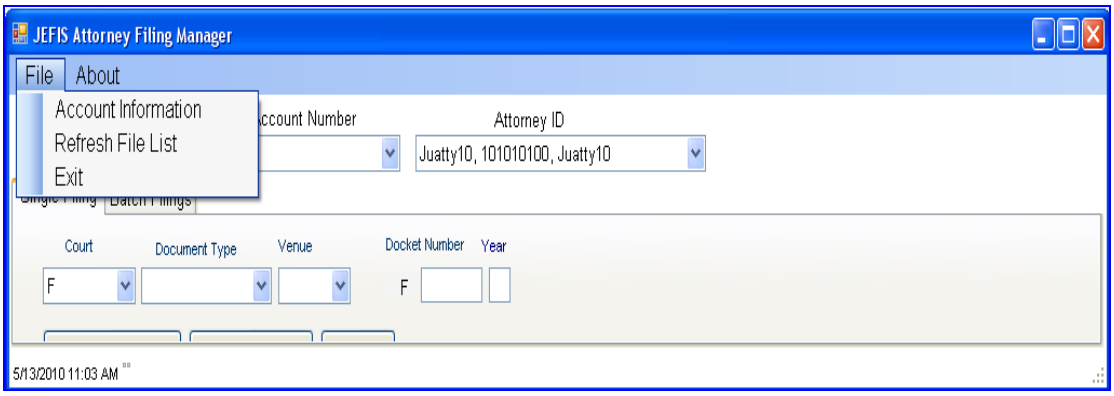
Enter an **Attorney Name** (first name, middle initial and last name), **Attorney ID** (the ID# provided by the State Bar Association) and **Web User ID (**the UserID provided by the Superior Court Clerk's Office with the account password) for each attorney as provided to the Superior Court Clerk's Office in the participation agreement.

Enter a **Default Work Directory** by typing the directory path in the **Default Work Directory** field or by clicking the button to the right of the **Default Work Directory** field and selecting a directory. This directory should contain the files to be transmitted during the JEFIS Foreclosure e-filing process.

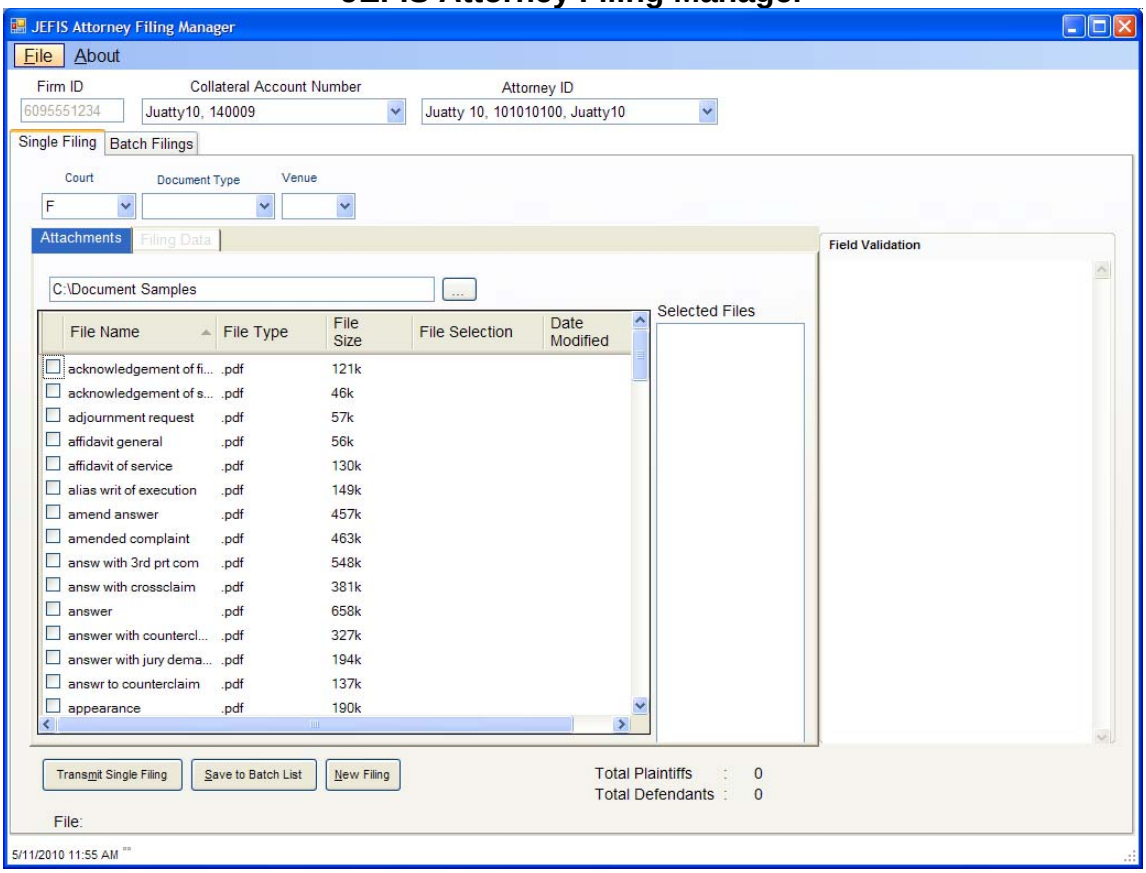
Click the **Save Settings** button (found in the lower left corner of the **Account Information** Window) to retain the entries and then click the **OK** button when the message '**Settings Saved Successfully**' displays in the **Attorney Filer** popup window.

The **Attorney Filer Login** then displays. If only one **Attorney Name** was entered on the **Account Information** window, that **Attorney Name** will display in **Username** field. If more than one **Attorney Name** was entered on the **Account Information** window, an entry will not appear in **Username** field. If the **Username** field is blank, click the down arrow to the right of **Username** field and select a user from the dropdown that will appear. With an entry in the **Username** field, enter the user's **Password** and click the **OK** button to access the JEFIS Attorney Filing Manager.

NOTE: The **Account Information** window is accessible in one of two ways. First, from the **Attorney Filer Login** click the **Account Information** button (see above) **or** from the JEFIS Attorney Filing Manager click on the **File** menu, then click the **Account Information** menu selection (see below).



JEFIS Attorney Filing Manager



To exit the application once the JEFIS Attorney Filing Manager has displayed Click **File**, then click **Exit** to close this window.

JEFIS FORECLOSURE E-FILING DOCUMENT FORMATS

Three file formats can be used in the process of e-filing JEFIS Foreclosure documents:

- Rich Text Format (RTF)
- Tagged Image Format (TIF)
- Portable Document Format (PDF)

For each document submitted, a '**Lead**' file designation is required (at a minimum) while the '**Exhibit**' document is optional in most cases. These documents can be in .PDF, .RTF or .TIF format.

Below is a sample e-filing package for an **Answer** document:

- Answer.RTF (lead)
- Exhibit.TIF (exhibit)
- Exhibit.PDF (exhibit)
- Answer.XML (created during the process of efiling)

The discussion that follows provides a description of the creation of these file types.

Rich Text Format (RTF) Files

To e-file a pleading document such as a complaint, answer or motion, the document can be created in a word processing application and saved as an RTF document. When using a word processing application to create pleading documents it is important to adhere to the following restrictions:

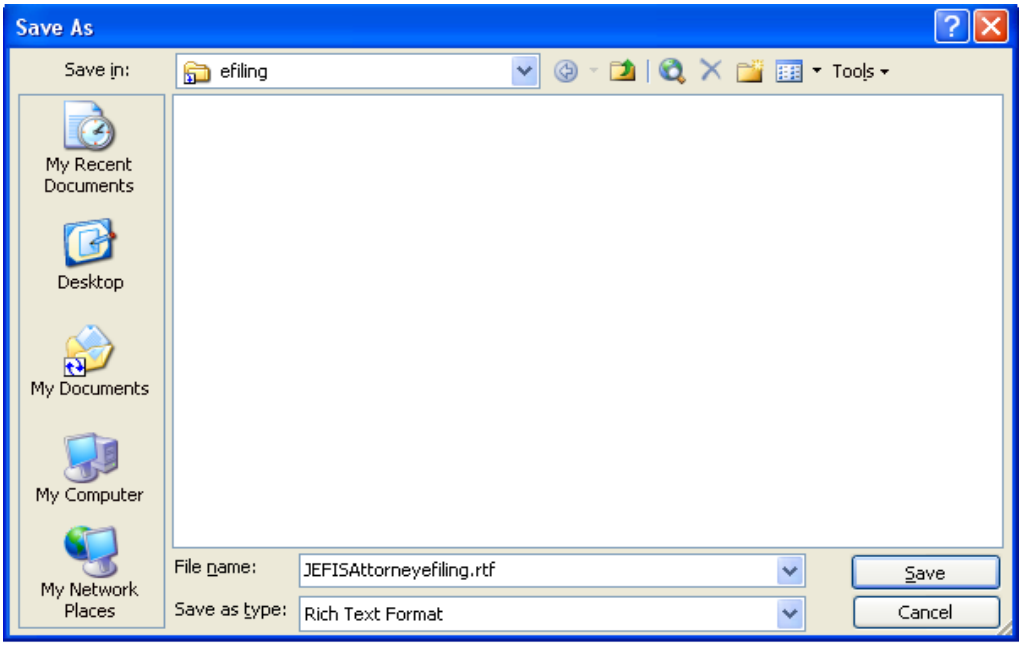
- Do not protect documents with passwords.
- Do not include formulas in documents such as an automatic date function.
- Do not use proprietary fonts on documents.

It is recommended to create documents for e-filing, using fonts available with Windows, such as Arial or Times New Roman, and a 10 or 12 point font size. Documents containing passwords, formulas or proprietary fonts will not be processed by JEFIS and will be returned to the attorney who submitted them.

Please refer to the **Supreme Court Rule Relaxation Order** at: http://www.judiciary.state.nj.us/jefis/ge_foreclosure.html for details relating to the signature.

The following screens from Microsoft Word are used to illustrate the process of saving a document as an RTF file, however, any word processing application with the ability to create RTF files can be used.

To create an RTF file, open a document in Microsoft Word and click **File**, **Save As** to display the **Save As** dialog box.



Click the down arrow to the right of the **Save as type** field, select **Rich Text Format (*.rtf)** and then click the **Save** button. This will allow the Microsoft Word document to be saved as an RTF file.

3. Tagged Image Format (TIF) Files

To e-file a pleading document such as a complaint, answer or motion, the document can be in .TIF format (also known as .TIFF for Tagged Image File Format). Probably the simplest method of .TIF file creation is to scan in a document and **save as** a .TIF file. The TIF file must be TIF group 4 [2d-fax].

4. Portable Document Format (PDF) Files

To e-file a pleading document such as a complaint, answer, judgment or motion, the document may be created in an Acrobat word processing application and saved as a PDF file.

When using a word processing application to create pleading documents it is important to adhere to the following restrictions:

- Do not protect documents with passwords.
- Do not include formulas in documents such as an automatic date function.
- Do not use proprietary fonts on documents.

Documents containing passwords, formulas or proprietary fonts will not be processed by JEFIS and will be returned to the attorney who submitted them.

> *NOTE*: The letter 'S' followed by a forward slash (/) and an attorney's name can be used as a substitute for the attorney's signature.
>
> **S/Jane E. Doe**

The above provides the equivalent of attorney Jane E. Doe's written signature.

Efiling Package

The JEFIS Attorney Filing Manager uses the efiled documents to create an XML file, which is the final package that is efiled.

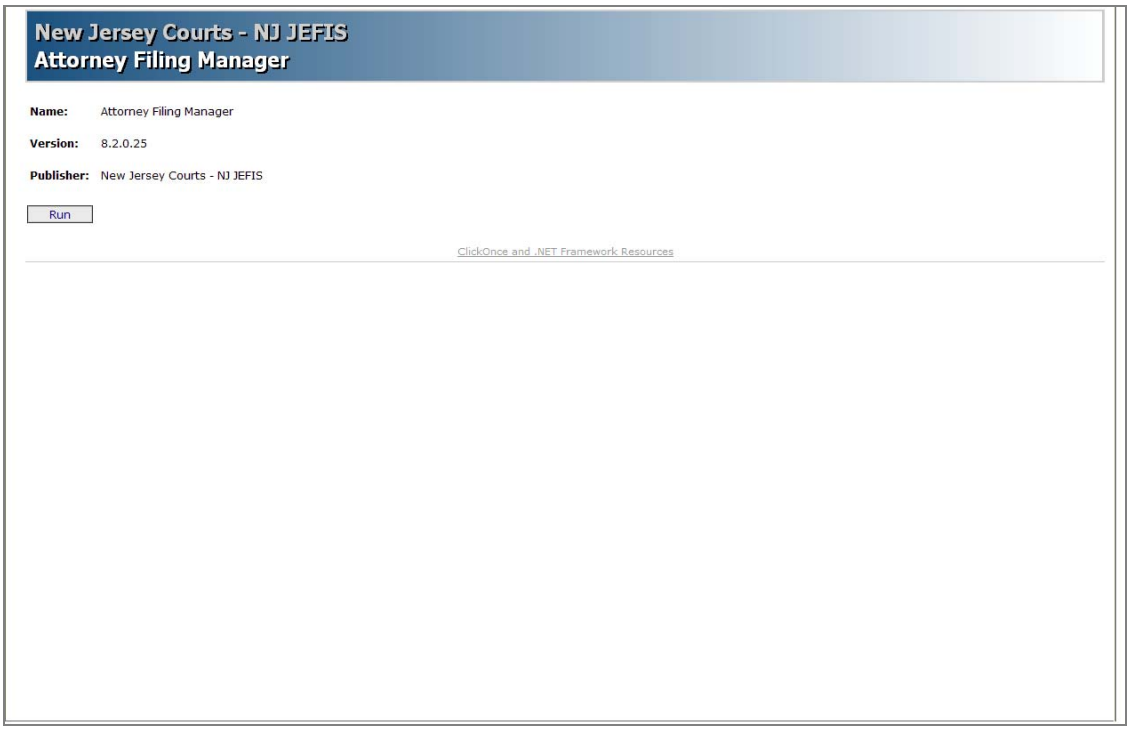
> *NOTE*:. Those who wish to mechanize the XML file creation process will find the New Jersey Judiciary XML data file at the following link on its website.

http://www.judiciary.state.nj.us/jefis/GetStartedWithJEFIS_XML_v2.0.2_ForclPrimer.pdf

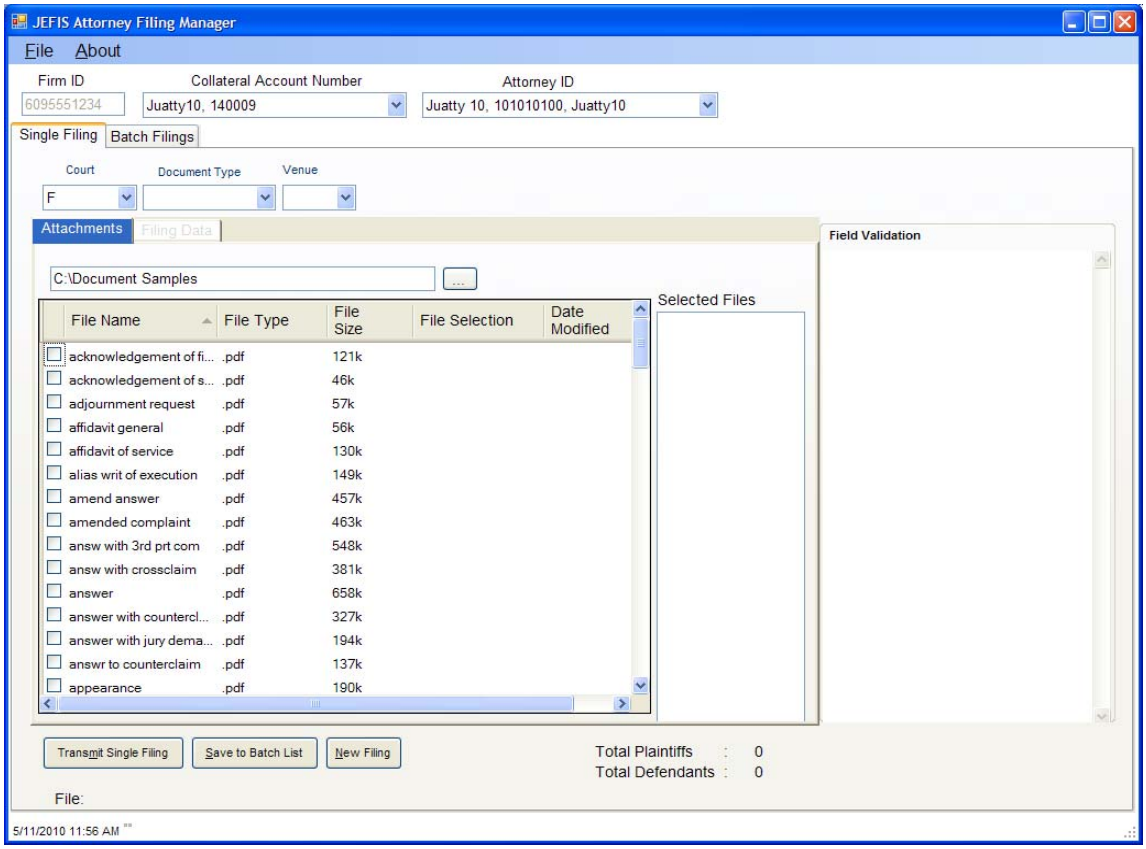
This manual does NOT provide instructions on creating mechanized XML files.

CREATING A PACKAGE TO EFILE USING THE JEFIS ATTORNEY FILING MANAGER

To e-file, first implement the instructions outlined in **Accessing the JEFIS Attorney Filing Manager**. Clicking the **Run** button each time the Attorney Filing Manager application is accessed will allow the latest version of the application to be downloaded.


New Jersey Courts - NJ JEFIS
Attorney Filing Manager
Name: Attorney Filing Manager
Version: 8.2.0.25
Publisher: New Jersey Courts - NJ JEFIS
Run
ClickOnce and .NET Framework Resources

The JEFIS Attorney Filing Manager displays the Attorney Filer Login Window as shown below. Please input the correct value in the Password field and click OK.



The JEFIS Attorney Filing Manager first displays the **Single Filing** and **Attachments** tabs with **Court** dropdown defaulted to 'F' and **Document Type** and **Venue** dropdowns defaulted to blank. To sort the files by name, type, size or modification date, click once on the corresponding column title (e.g. File Name, File Type).

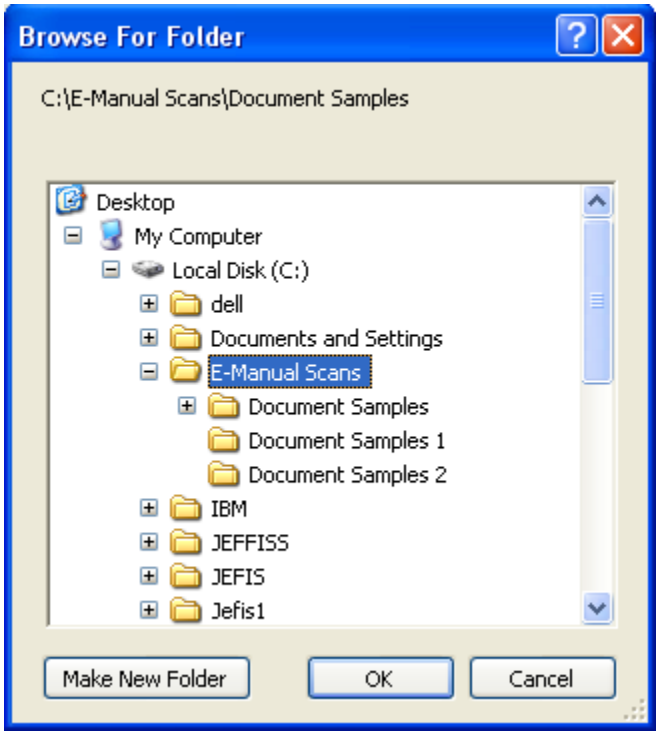
Select a **Document Type** before the **Filing Data**, **Additional Parties** and/or **Party Association** Tabs become available. Tab availability will depend on the **Document Type** selected. The sections immediately following will show which tabs are used with which documents.

The collateral account, attorney ID and files contained in the default work directory that were recorded during the process of downloading and installing the JEFIS Attorney Filing Manager are displayed.

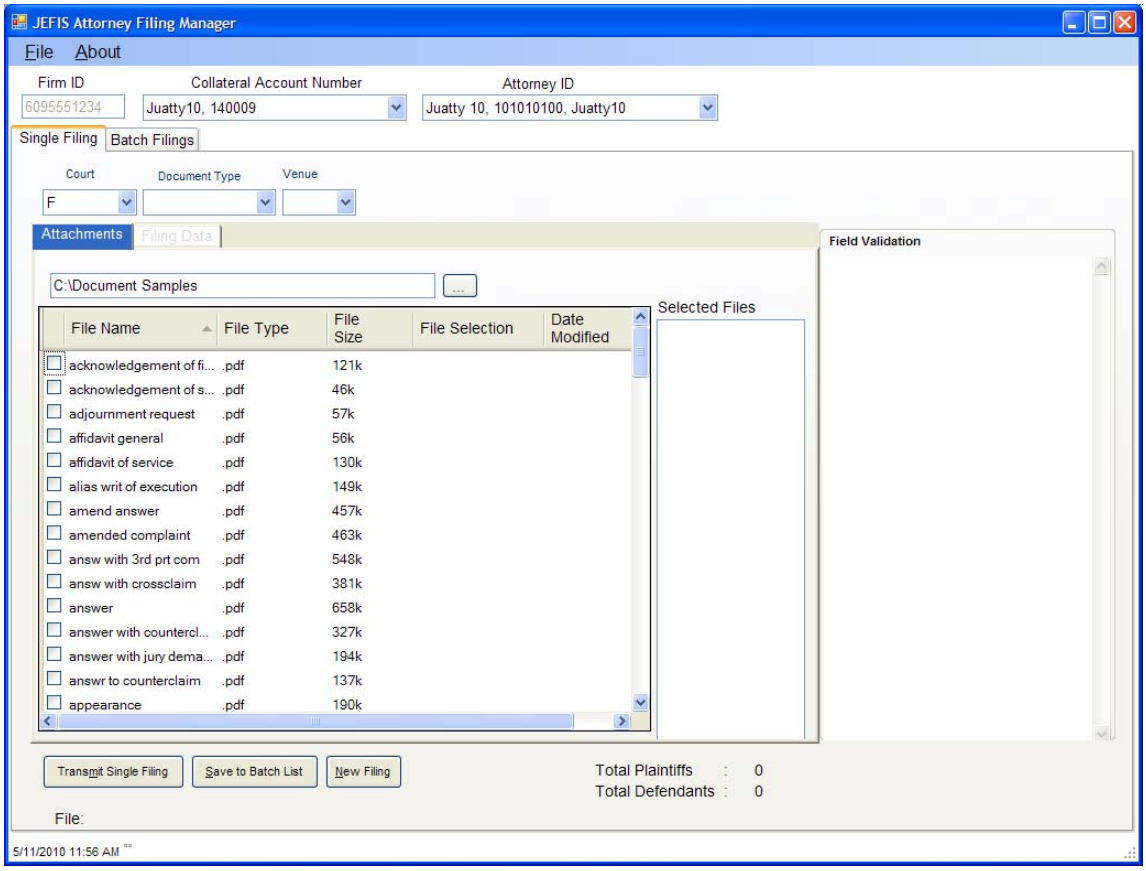
> *NOTE*: If more than one collateral account or attorney ID is recorded on the **Account Information** window, the **Collateral Account Number** and/or **Attorney ID** field will be blank. To select an account and/or ID, click the down arrow next to the **Collateral Account** or **Attorney ID** fields. For information on changing **Account Information** window settings see the section titled **Accessing the JEFIS Attorney Filing Manager** within the *ACCESSING THE JEFIS FORECLOSURE ATTORNEY FILER chapter* of this manual.

To display the files of a different directory, click on the button to the right of the default directory name. The **Browse for Folder** window will display.

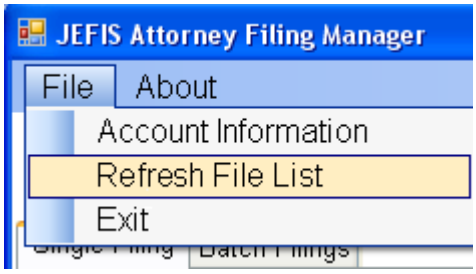
Browse for Folder



Select the desired directory from the **Browse For Folder** window by clicking on the folder you want to be your default directory. Then click the **OK** button to return to the JEFIS Attorney Filing Manager. The JEFIS Attorney Filing Manager will point to the directory you select to find the documents intended for e-filing.

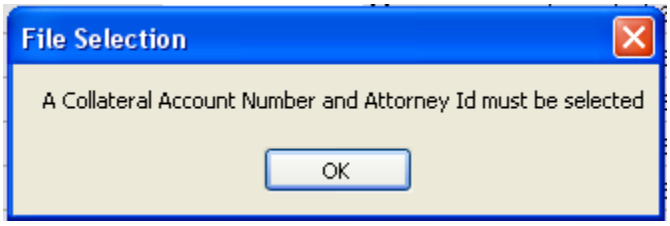


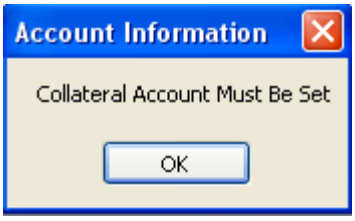
To refresh the file list, click **File**, **Refresh File List**. This will allow files that were added to the default work directory after the JEFIS Attorney Filing Manager was accessed to display during the current application session.



To e-file, start by clicking the **New Filing** button (to remove any data retained from the previous filing). Then select the **File Name** of the RTF, PDF and/or TIF document you plan to send by clicking in the box to the left of the **File Name** and clicking the dropdown box to the right of the file name indicating if it is a **Lead**, **Exhibit or** other type (to be described in greater detail based on the Document Type later in this manual). Only one **Lead** document can exist for each filing but as many **Exhibits and other types** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. The lead and attachments must be from the same folder.

After selecting the RTF, PDF and/or TIF document(s) needed click the **Filing Data** tab to display the filing data. If the **Collateral Account Number** and/or **Attorney ID** fields on the JEFIS Attorney Filing Manager are blank, the following message will display when clicking the **Filing Data** tab.





If any of the above messages display, click the **OK** button and select a **Collateral Account Number** and/or **Attorney ID** before clicking the **Filing Data** tab again.

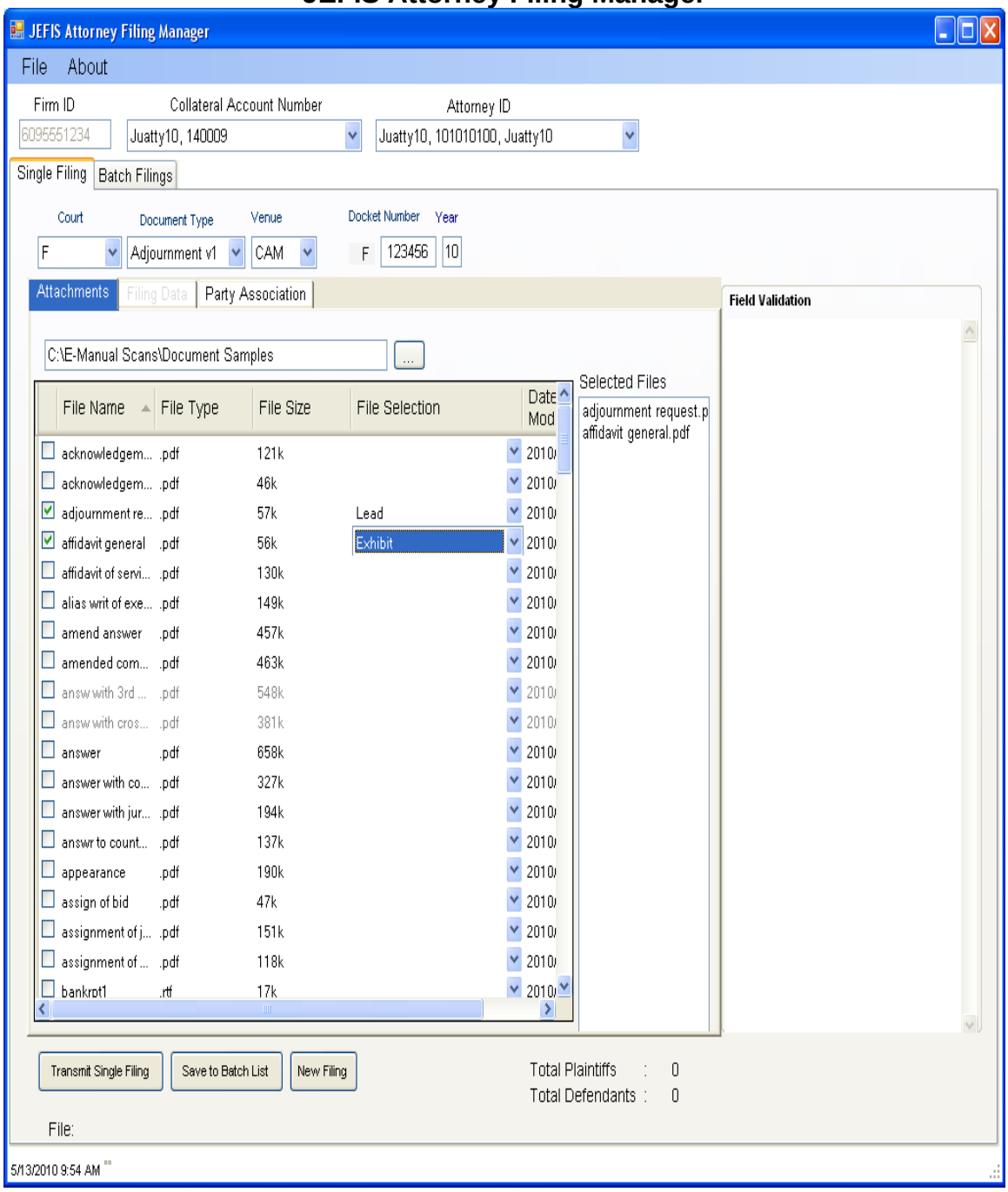
The sections that follow explain how to process the **Attachments**, **Filing Data, Additional Parties and/or Party Association** tab screen(s). The resulting transmission(s) will create the XML files for the numerous document types found in JEFIS Foreclosure processing.

Filing an Adjournment

To file an **Adjournment**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

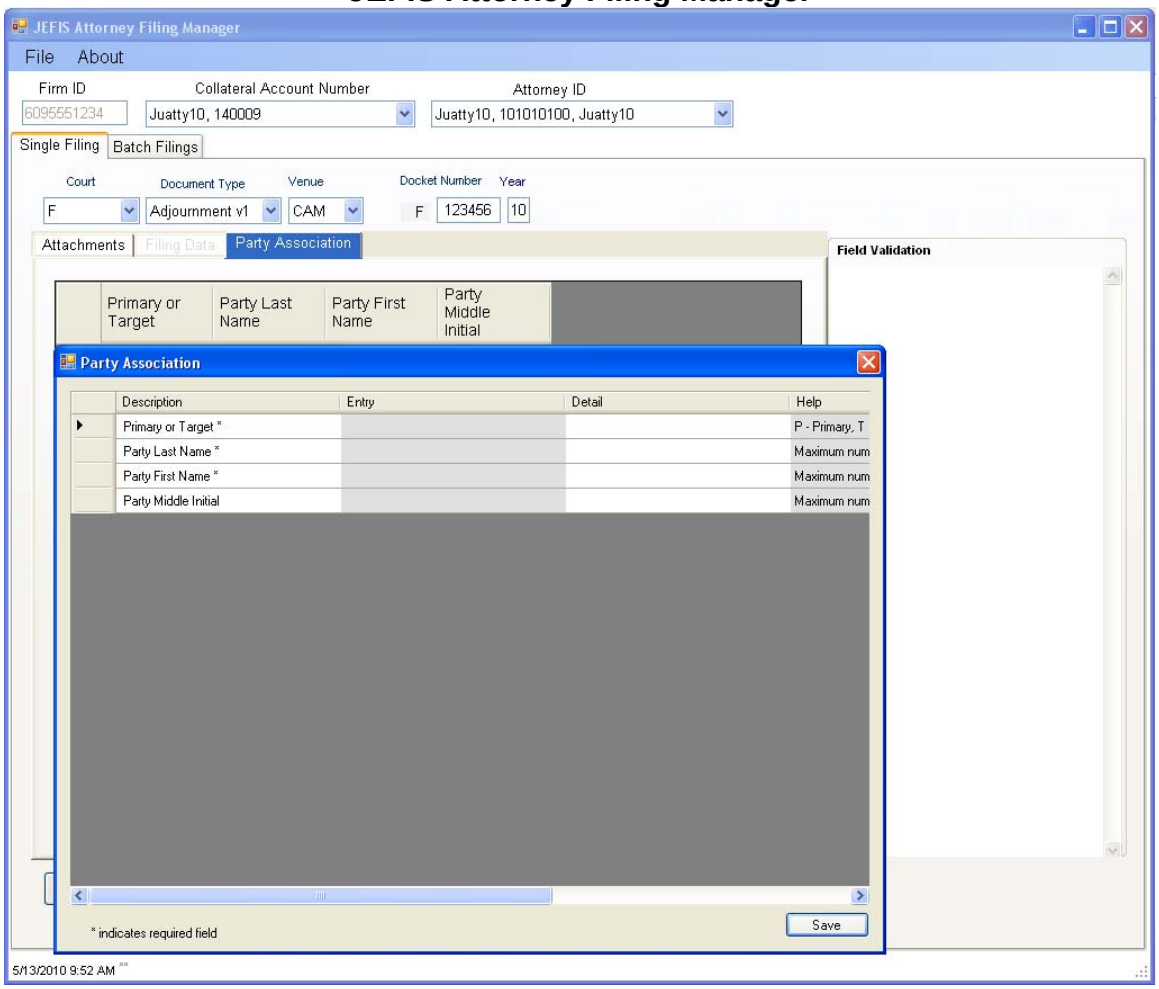
1. Please select the collateral account number and attorney id for the specific Adjournment being filed.
2. The JEFIS Attorney Filing Manager displays the account number, attorney id and default work directory.
3. The JEFIS Attorney Filing Manager displays options to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Adjournment”.
5. Enter the venue based on property location.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Adjournment from the default work directory folder. The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Adjournment** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Adjournment** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

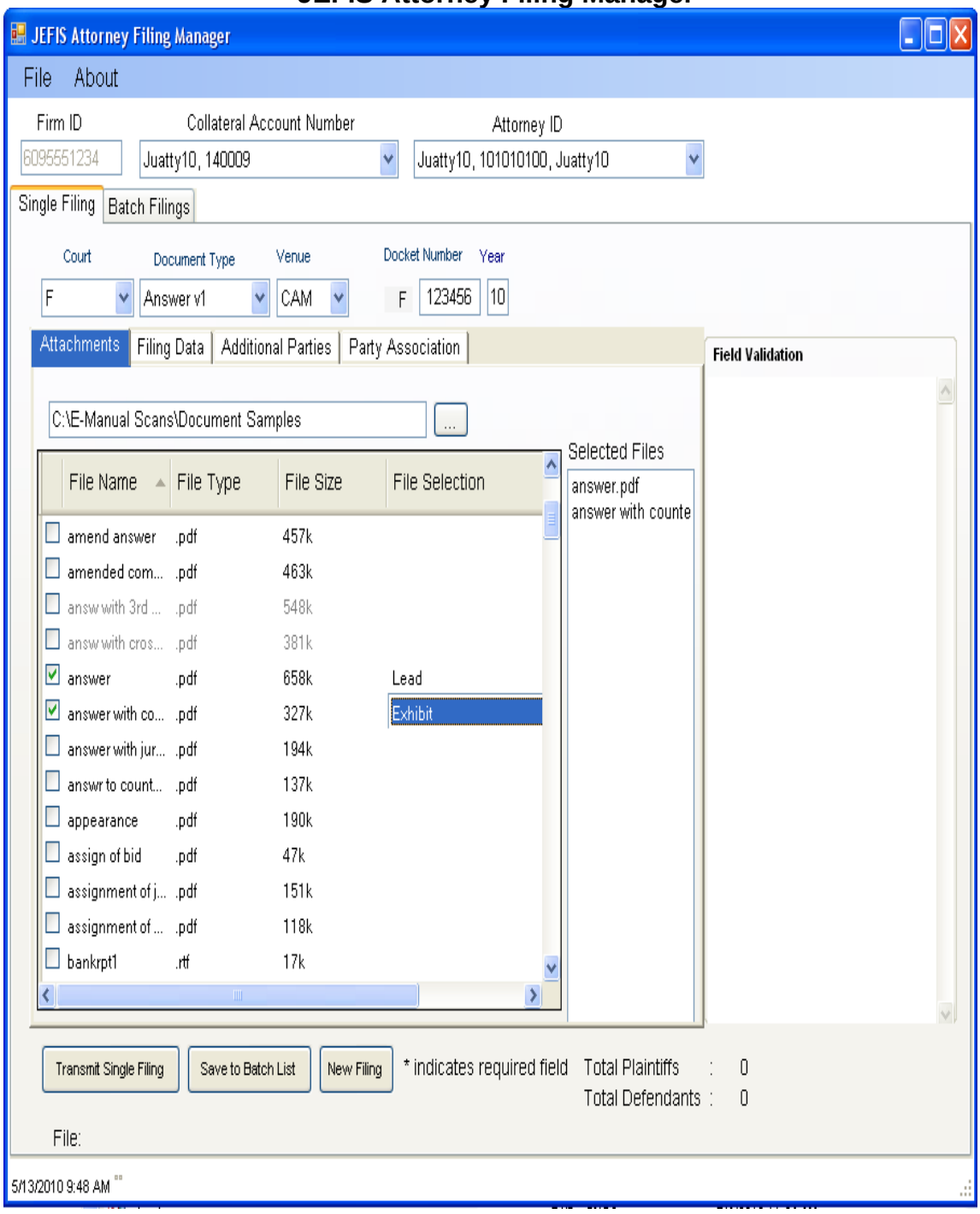
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing an Answer

To file an **Answer**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific answer being filed.
2. The JEFIS Attorney Filing Manager displays the selection of account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Answer”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Answer** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

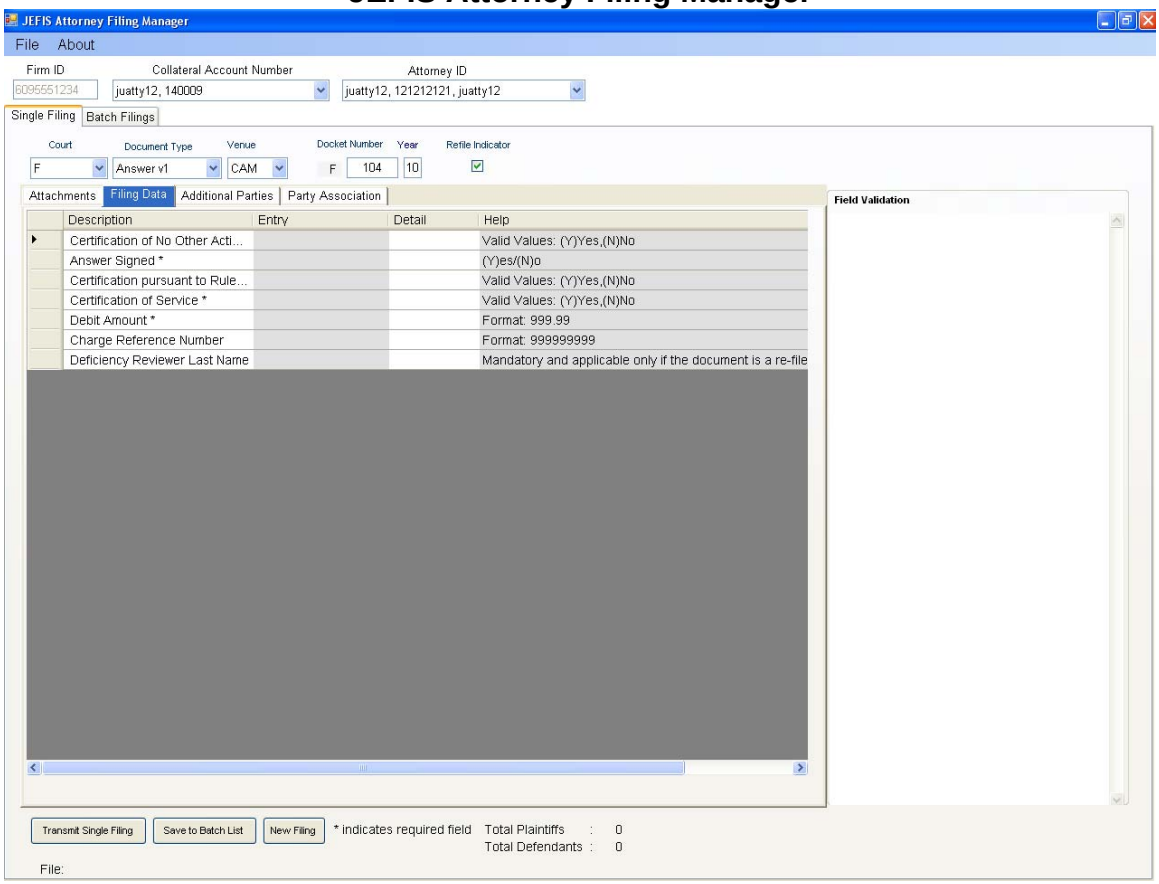
JEFIS Attorney Filing Manager



8. Please select the **Answer** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Answer** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

9. Please click the **Filing Data** tab to display the filing data screen.

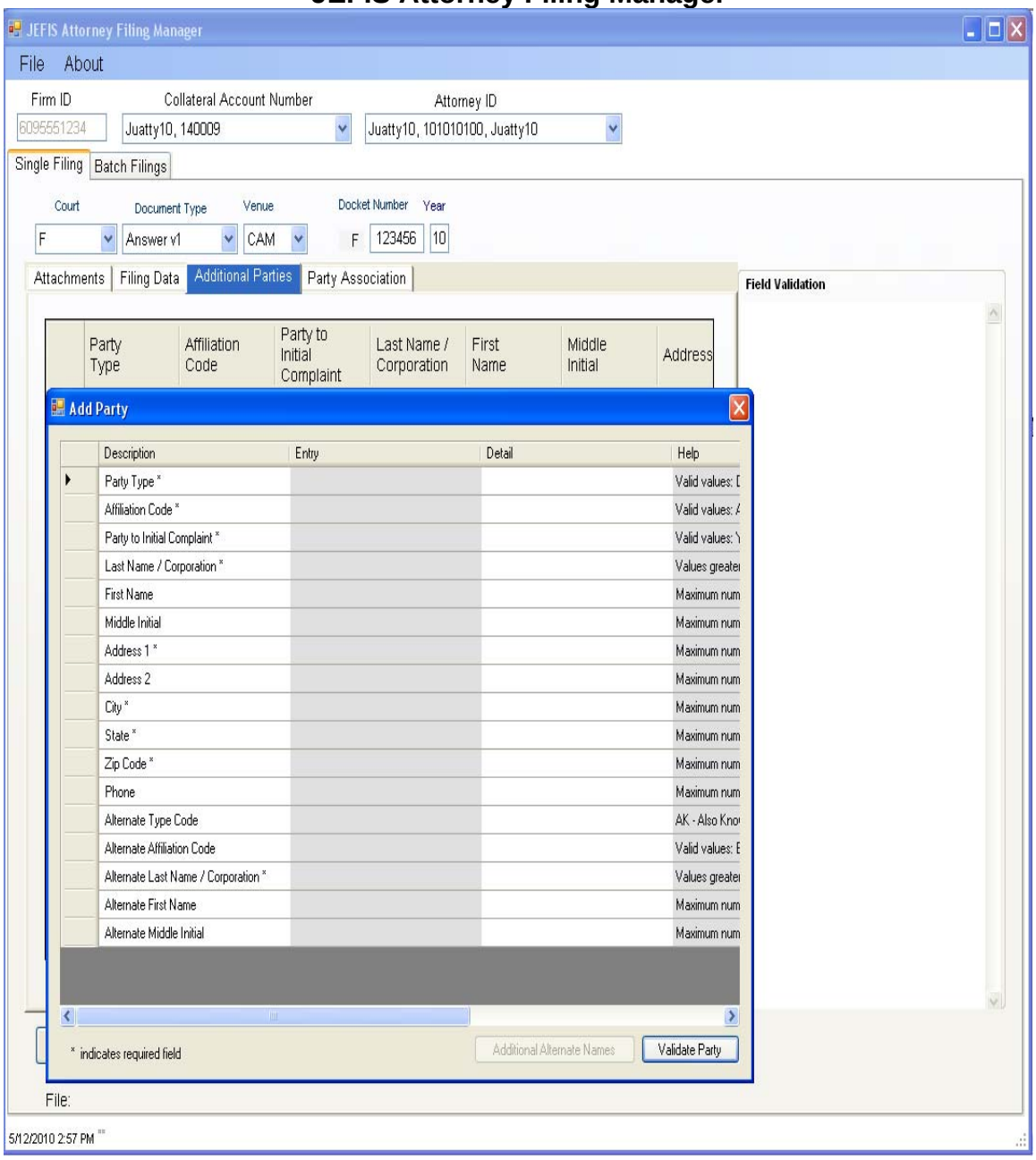
JEFIS Attorney Filing Manager



10. The JEFIS Attorney Filing Manager displays the entry fields for the **Answer** document information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

11. Place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and placing valid field entries. Click an entry in the **Help** column to view the entry's full text in the **Field Validation** section of the screen. Please review APPENDIX A for further detail regarding **Answer** fields.

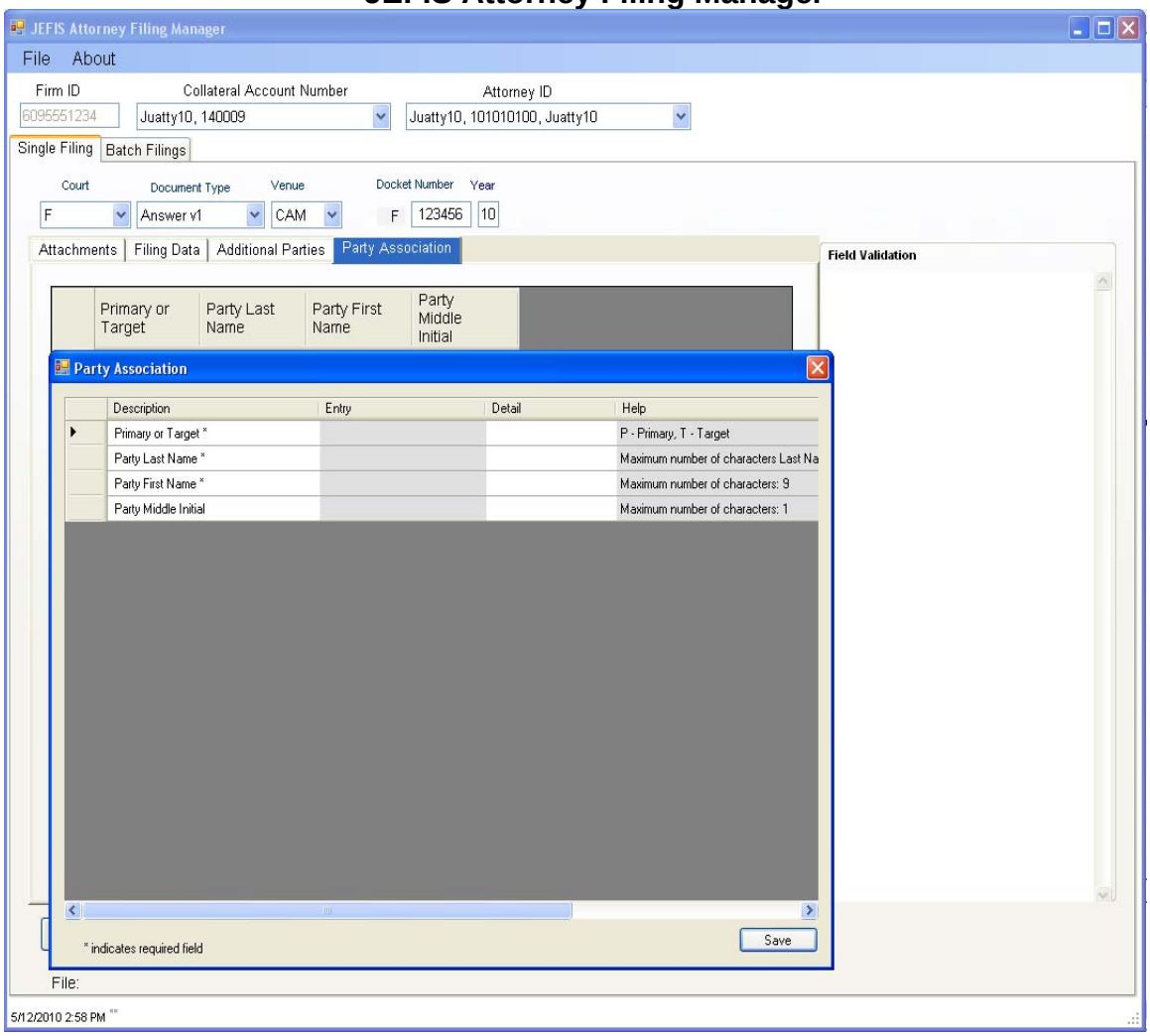
JEFIS Attorney Filing Manager



The JEFIS Attorney Filing Manager displays and you may select the **Additional Parties** tab. All parties including the foreclosed property need to be identified when an initial complaint is filed. This process can be accomplished by using the Additional parties tab when filing a complaint document type. If any parties were not identified during the initial complaint process they should be added using the Additional parties tab when filing an Answer, Amended Complaint, Third Party Complaint, or any other document type where a party is being added.

If you need to access and implement the **Additional Parties** Tab please refer to the **Additional Parties** Section within the **COMMON PROCEDURES WHILE FILING** chapter.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

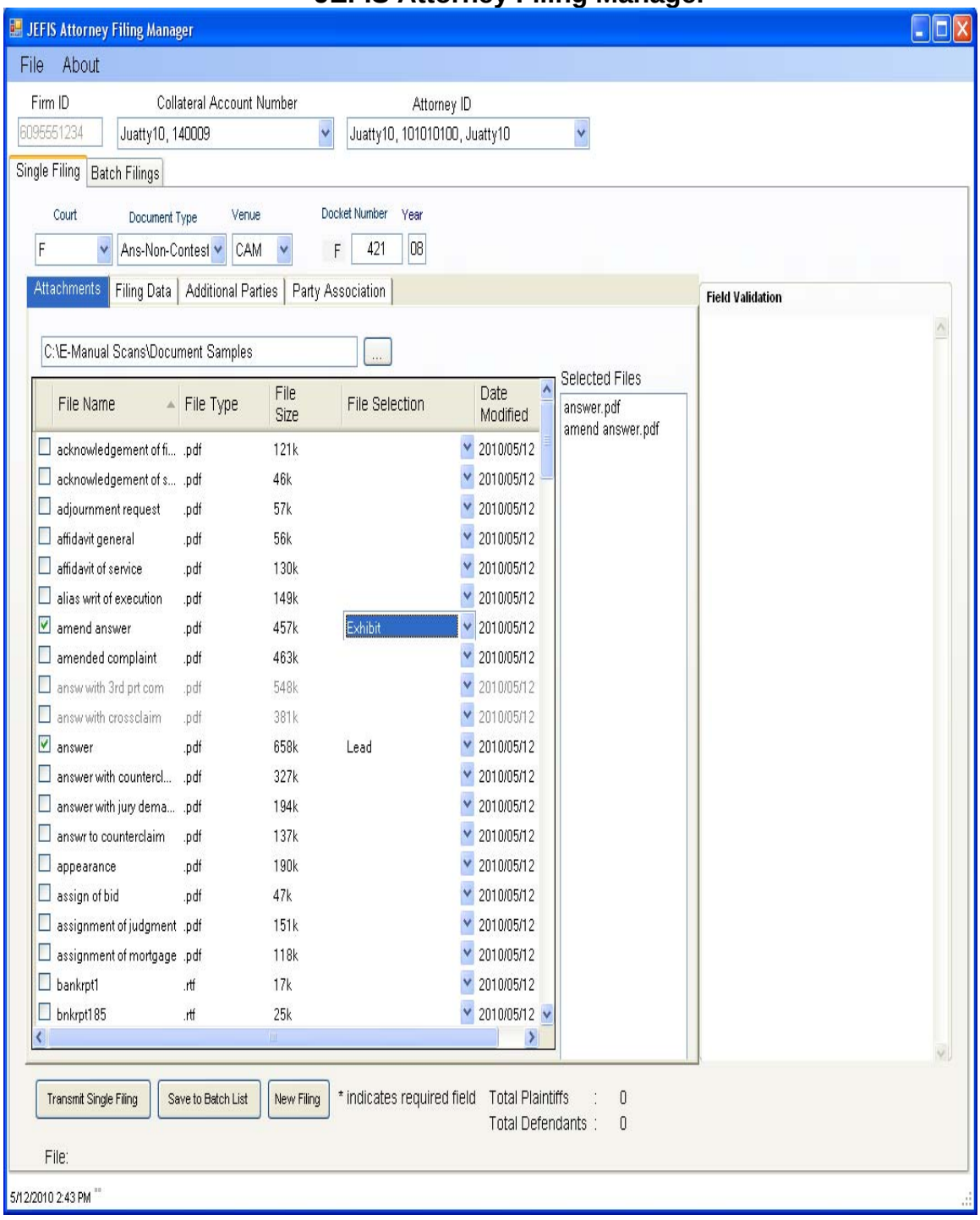
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Answer Non-Contesting

To file **Ans-Non-Contest (Non Contesting Answer)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

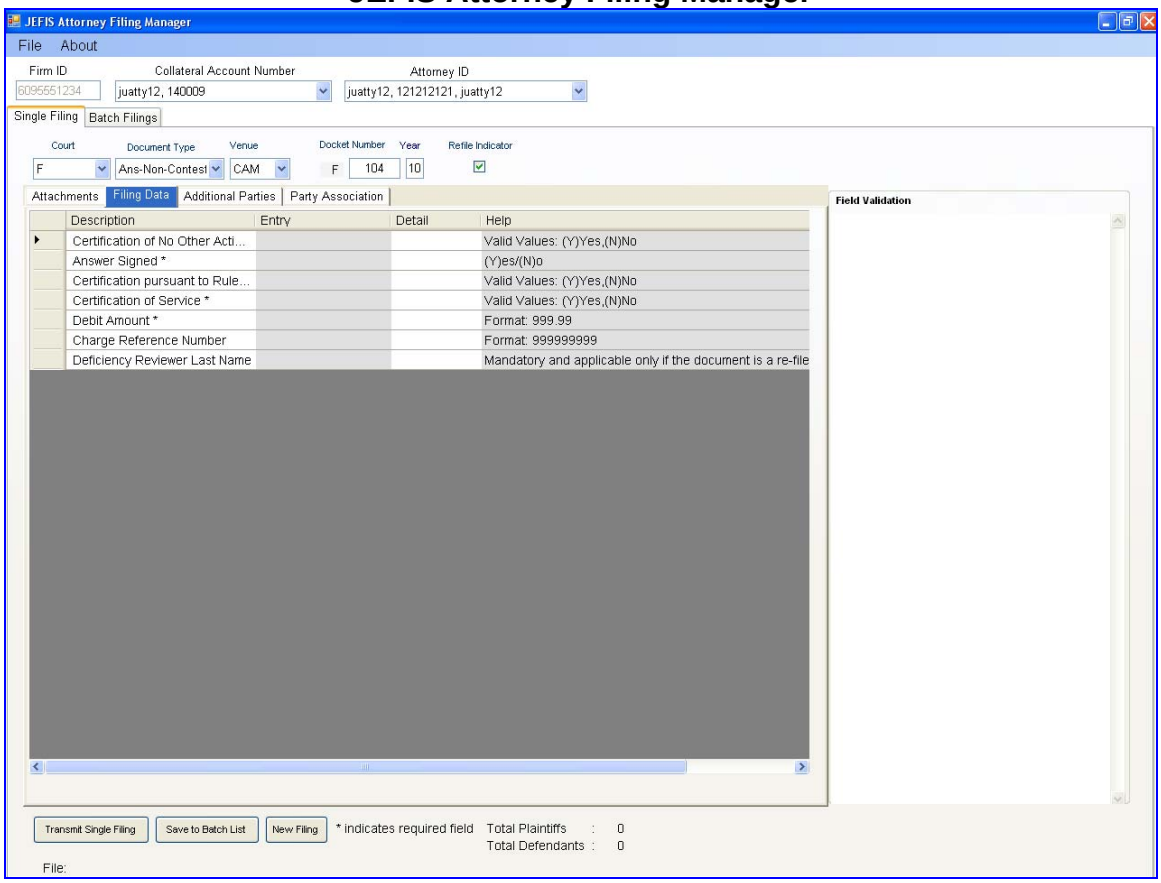
1. Please select the collateral account number and attorney id for the specific answer being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Ans-Non-Contest”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Ans-Non-Contest from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



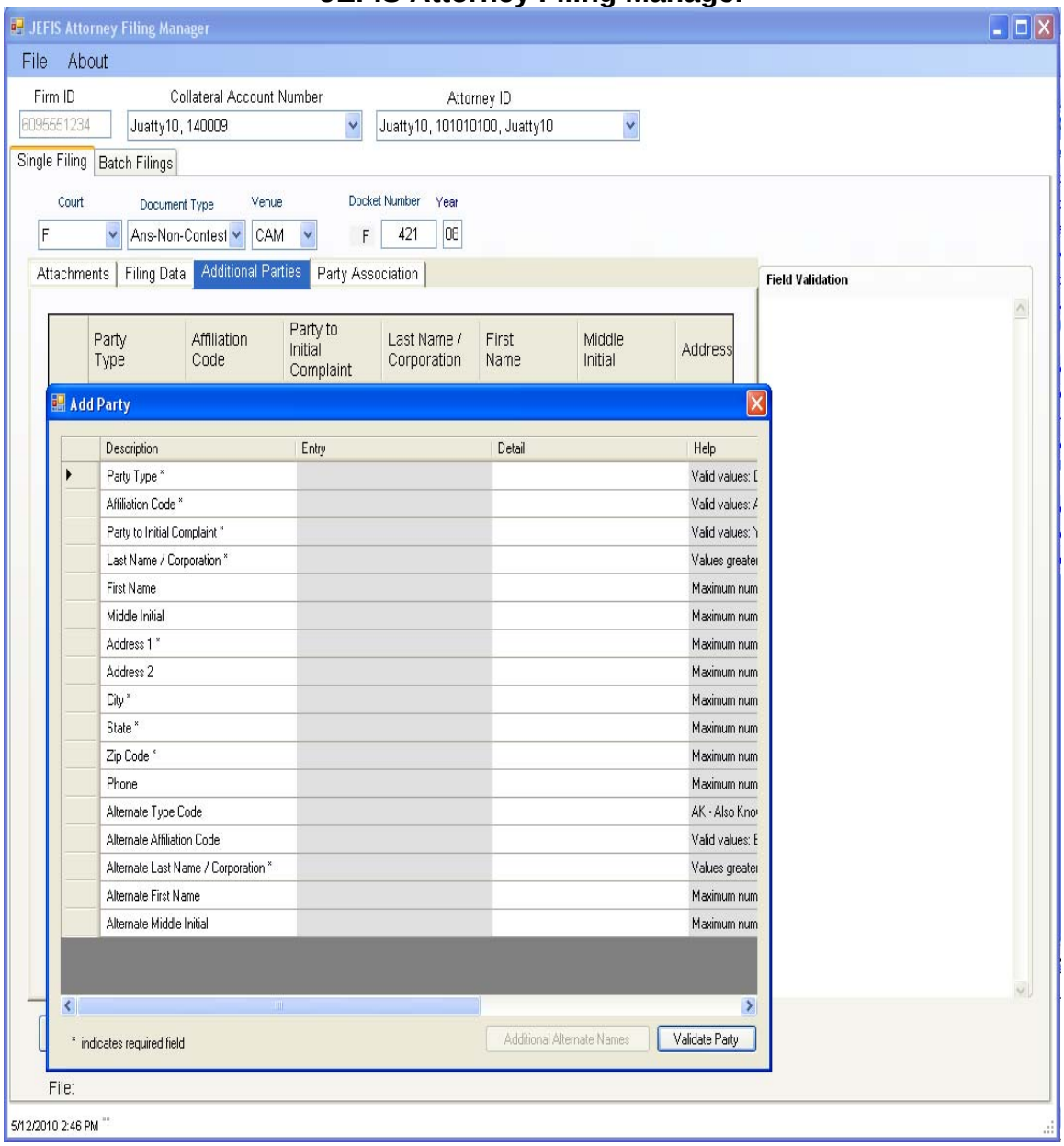
8. Please select the Ans-Non-Contest file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a Lead or Exhibit document. Only one Lead document can exist for each Ans-Non-Contest that is filed but as many Exhibits as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



Please click on the "**Filing Data**" tab. The JEFIS Attorney Filing Manager then displays the data entry fields for the **Ans-Non-Contest** related information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column. Please review the APPENDIX A for further detail regarding **Ans-Non-Contest** data entry fields.

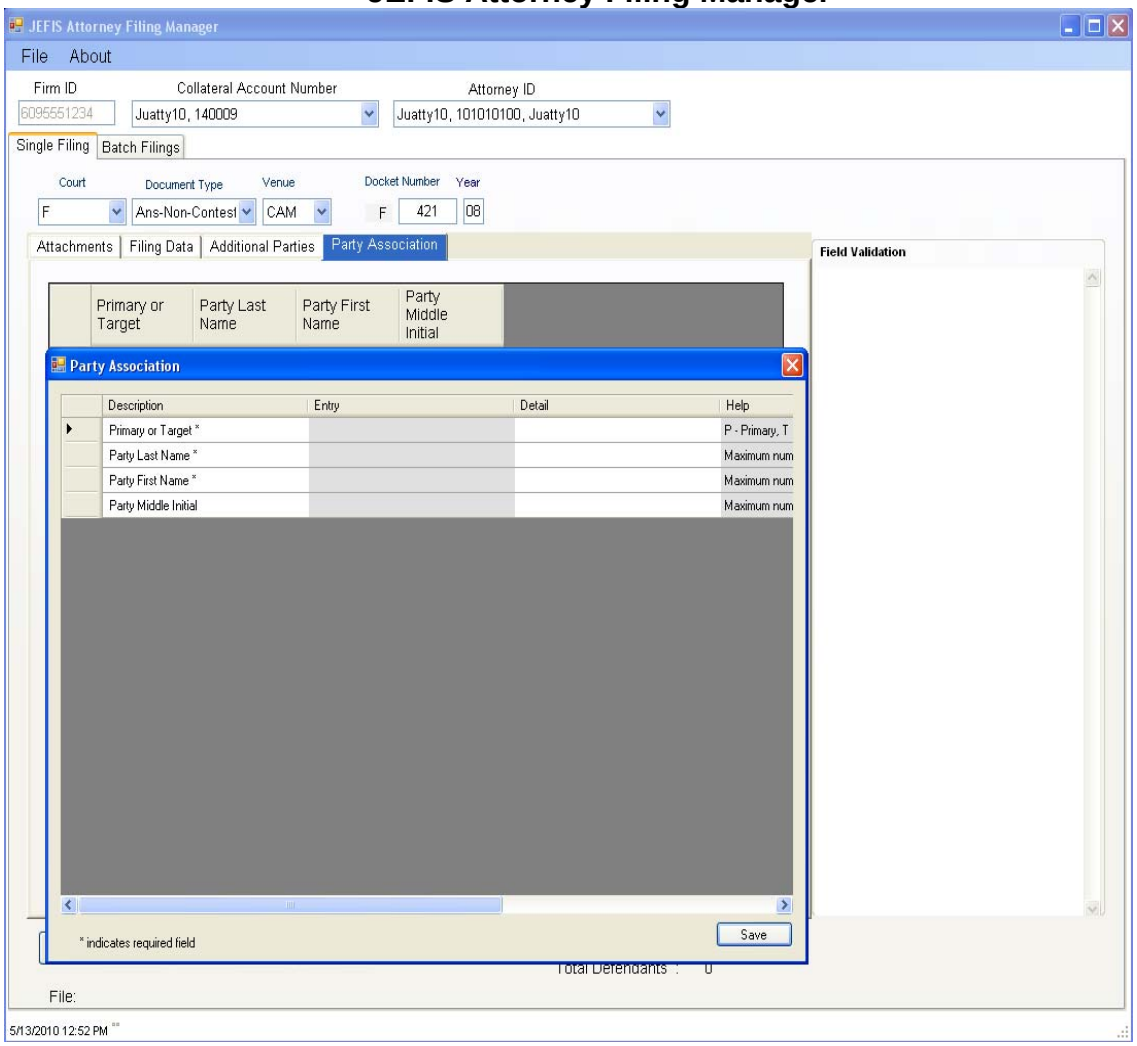
JEFIS Attorney Filing Manager



The JEFIS Attorney Filing Manager displays and you may select the **Additional Parties** tab. All parties including the foreclosed property need to be identified when an initial complaint is filed. This process can be accomplished by using the Additional parties tab when filing a complaint document type. If any parties were not identified during the initial complaint process they should be added using the Additional parties tab when filing an Answer, Amended Complaint, Third Party Complaint, or any other document type where a party is being added.

If you need to access and implement the **Additional Parties** Tab please refer to the **Additional Parties** Section within the **COMMON PROCEDURES WHILE FILING** chapter.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

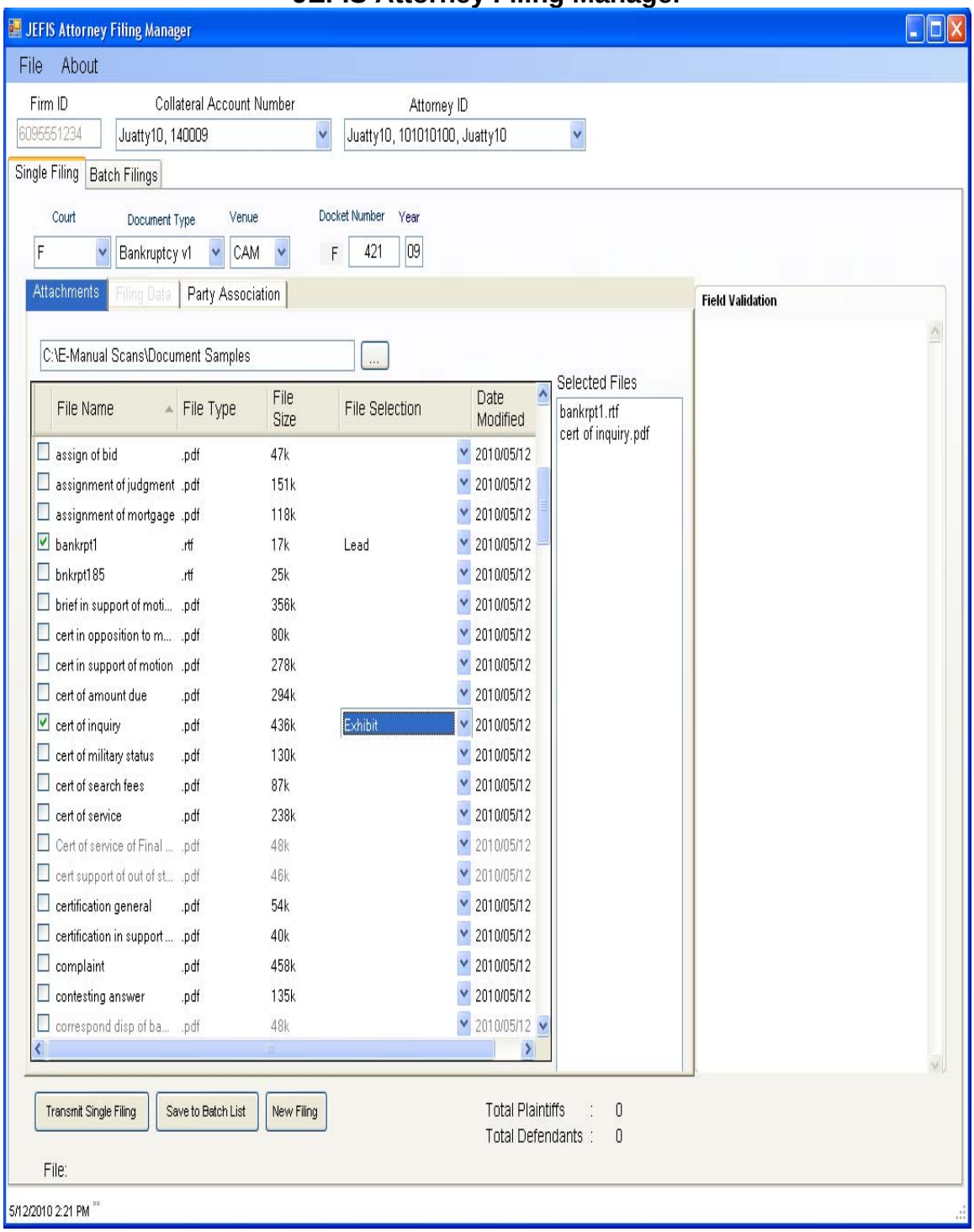
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Bankruptcy

To file for **Bankruptcy**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

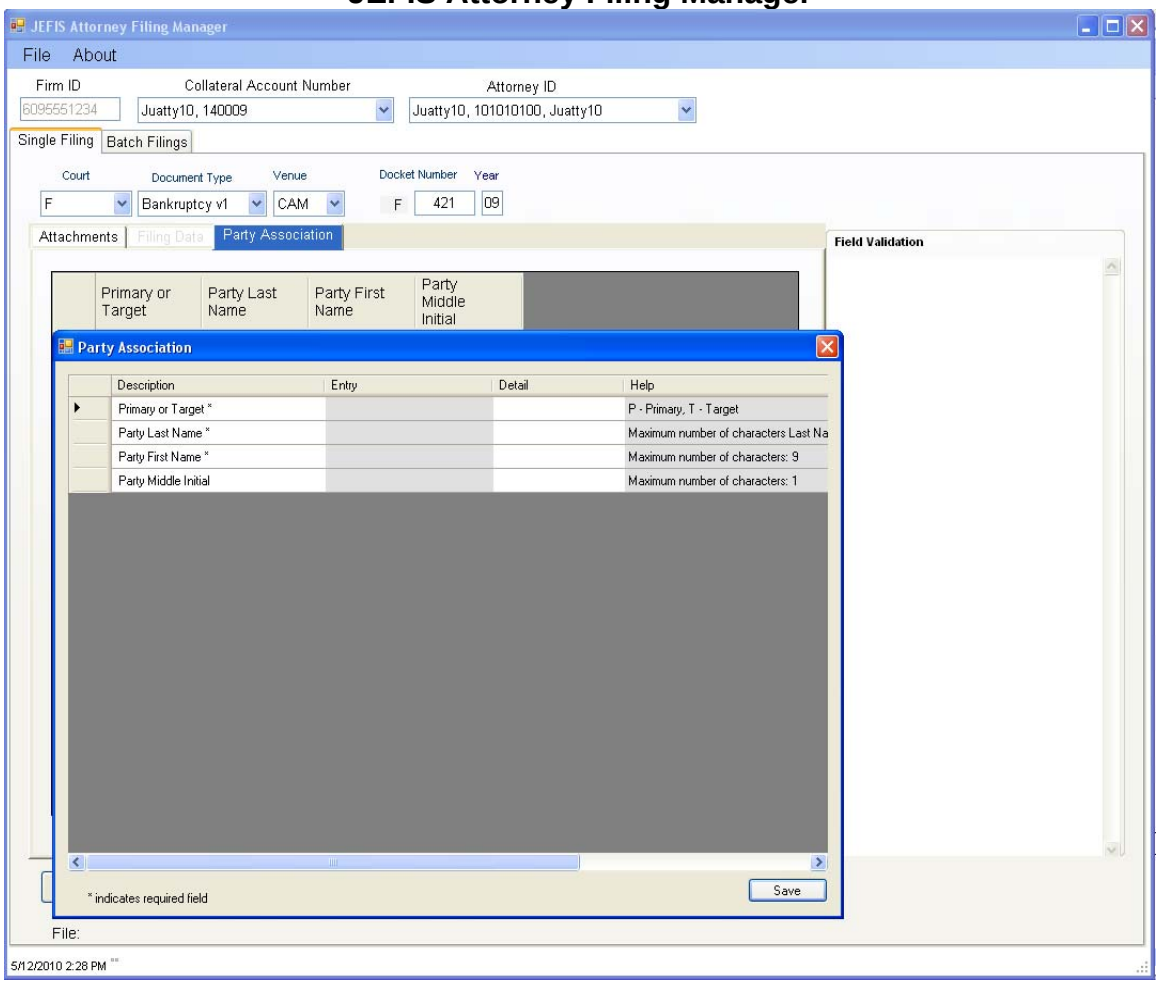
1. Please select the collateral account number and attorney id for the specific Bankruptcy being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Bankruptcy”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Bankruptcy from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Bankruptcy** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Bankruptcy** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

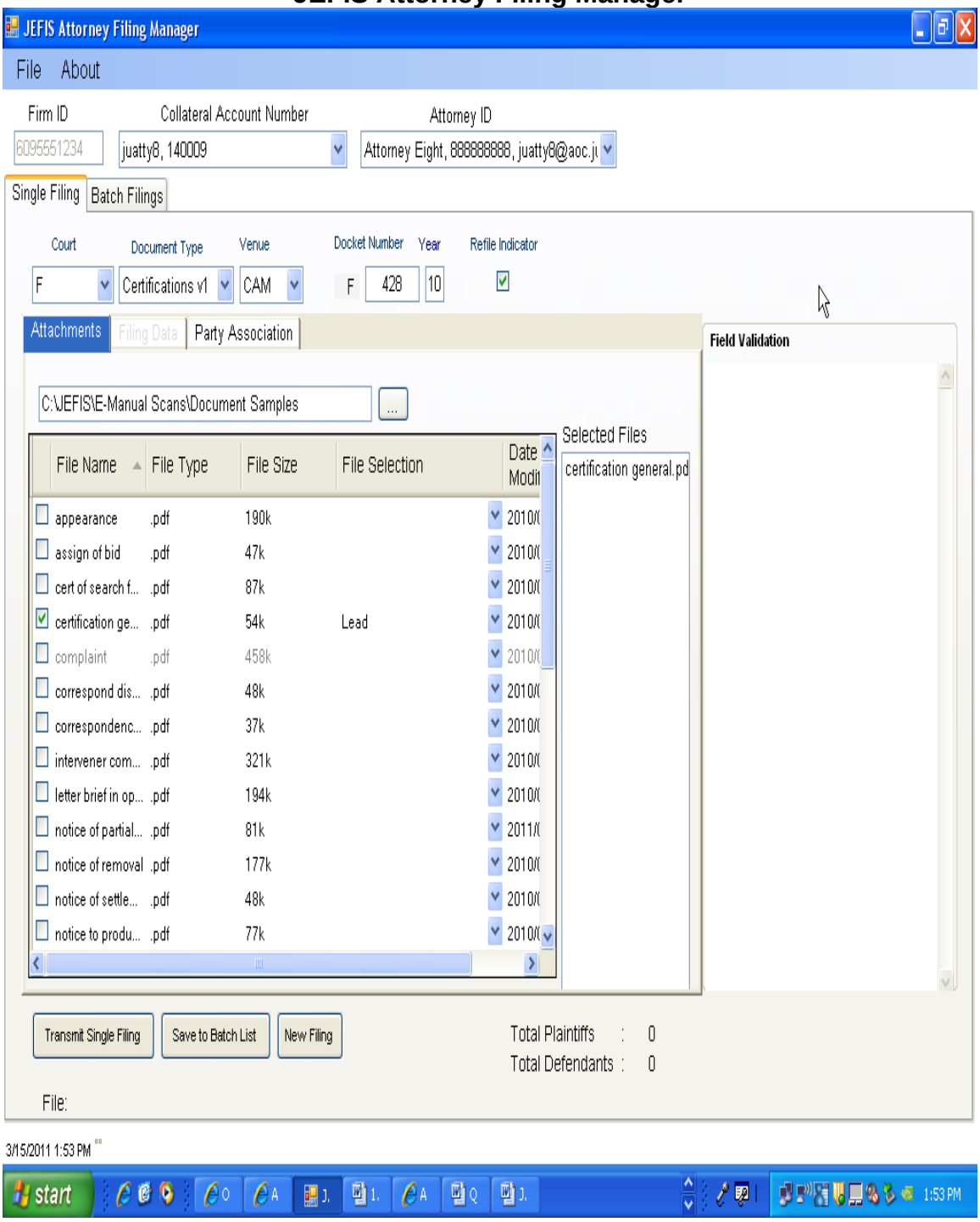
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Certifications v1

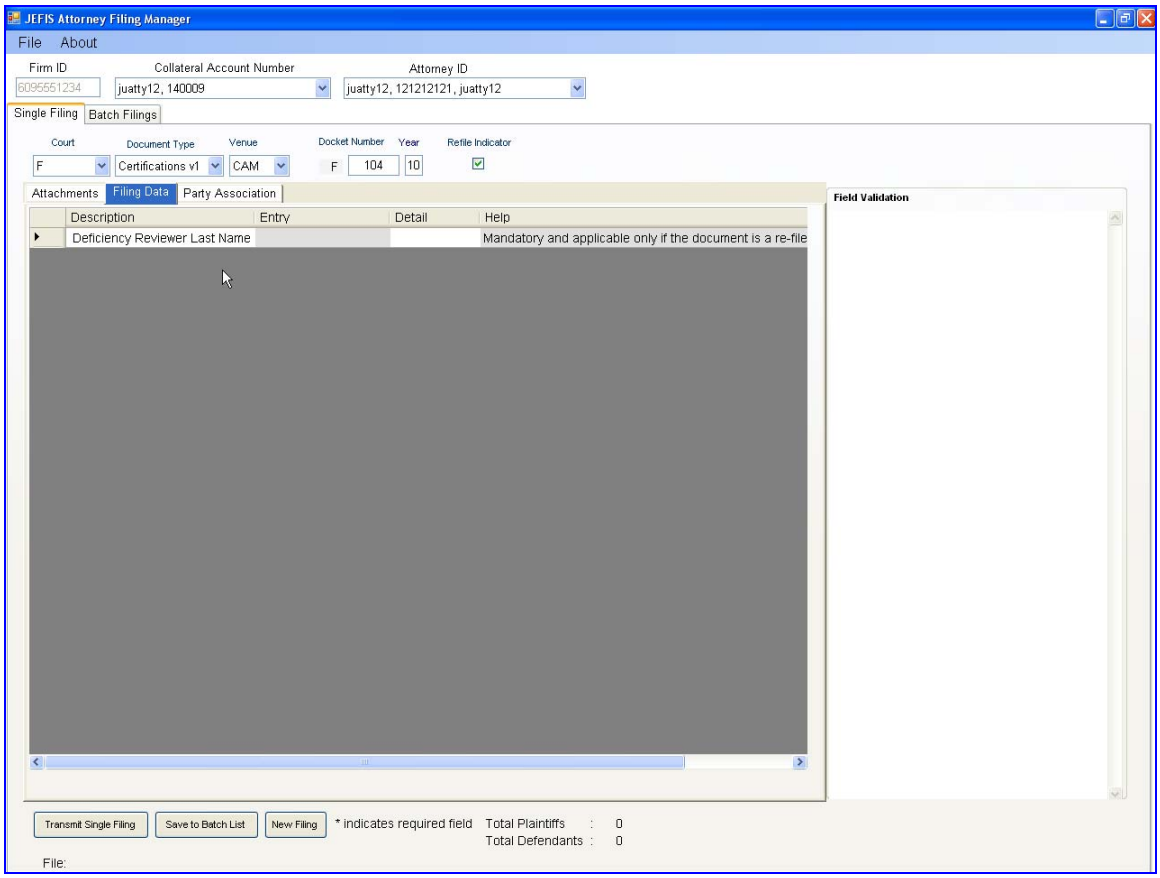
To file **Certifications v1**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific Certifications being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Certifications v1”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Certifications v1 from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager

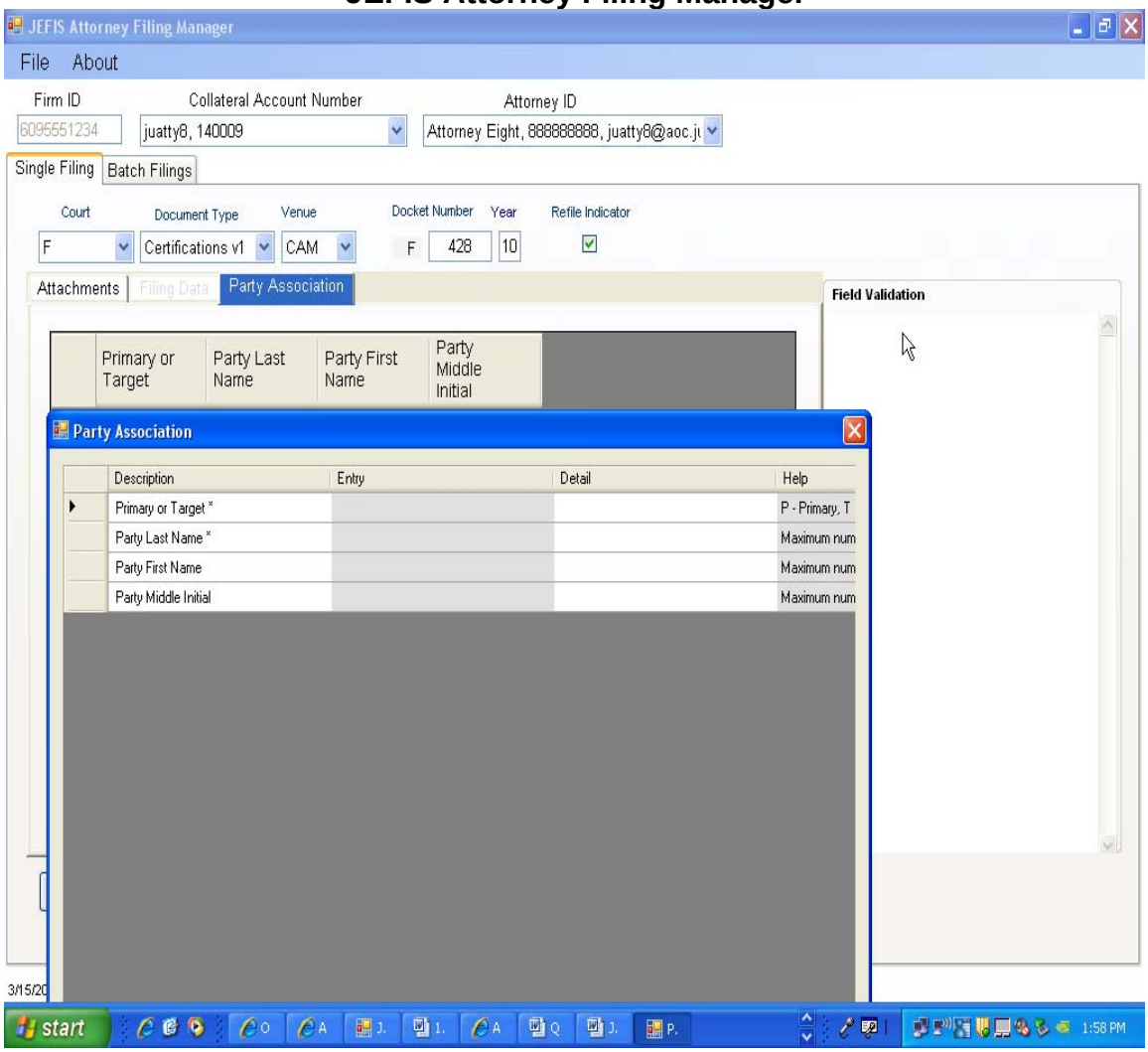


Please select the **Certifications v1** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Certification v1** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.



Please click on the "**Filing Data**" tab. The JEFIS Attorney Filing Manager then displays the data entry fields for the **Certifications V1** related information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column. Please review the APPENDIX A for further detail regarding **Certifications V1** data entry fields

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Certifications v2

This document submission is to handle Affidavit for Due Diligence documents that would be submitted by attorney firms, reviewed and processed by court clerks to address Emergent Amendments to rules 1:5-6, 4:64-1 and 4:64-2. To file **Certifications v2**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific **Certifications v2** being filed.
2. Please select the court as "F" for Foreclosure and document type as "**Certifications v2**".
3. System displays options for the user to select the court, document type, venue, docket number and mandatory payload value for case status
4. under "Filing Data" tab with Field Name **Rule 4:64-2(d) Affidavit ***:*
5. Filing Data field values for Certifications v2 :
   "O" for Affidavit of due diligence for residential mortgage foreclosure actions pending.
6. "S" for Affidavit of due diligence for residential mortgage foreclosure actions in which judgment was entered but no sale of the property has yet occurred.
   * Mandatory field
7. Please select the court as "F" for Foreclosure, "Certifications v2" for document type, venue based upon the location of the property for the document, enters the docket number for the related case and updates the indicator based on the status of the case jacket.
8. System validates docket number entry and displays user selections.
9. Enter the venue based upon the location of the property.
10. Enter the docket number applicable for the case.
11. Please select the required supporting documents for **Certifications v2** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager

12. System displays options for the user to select the court, document type, venue, docket number and mandatory payload value for case status under "Filing Data" tab with the following values*:*

    "O" for Affidavit of due diligence for residential mortgage foreclosure actions pending.

    "S" for Affidavit of due diligence for residential mortgage foreclosure actions in which judgment was entered but no sale of the property has yet occurred.

    Filing Data field for Certifications v2

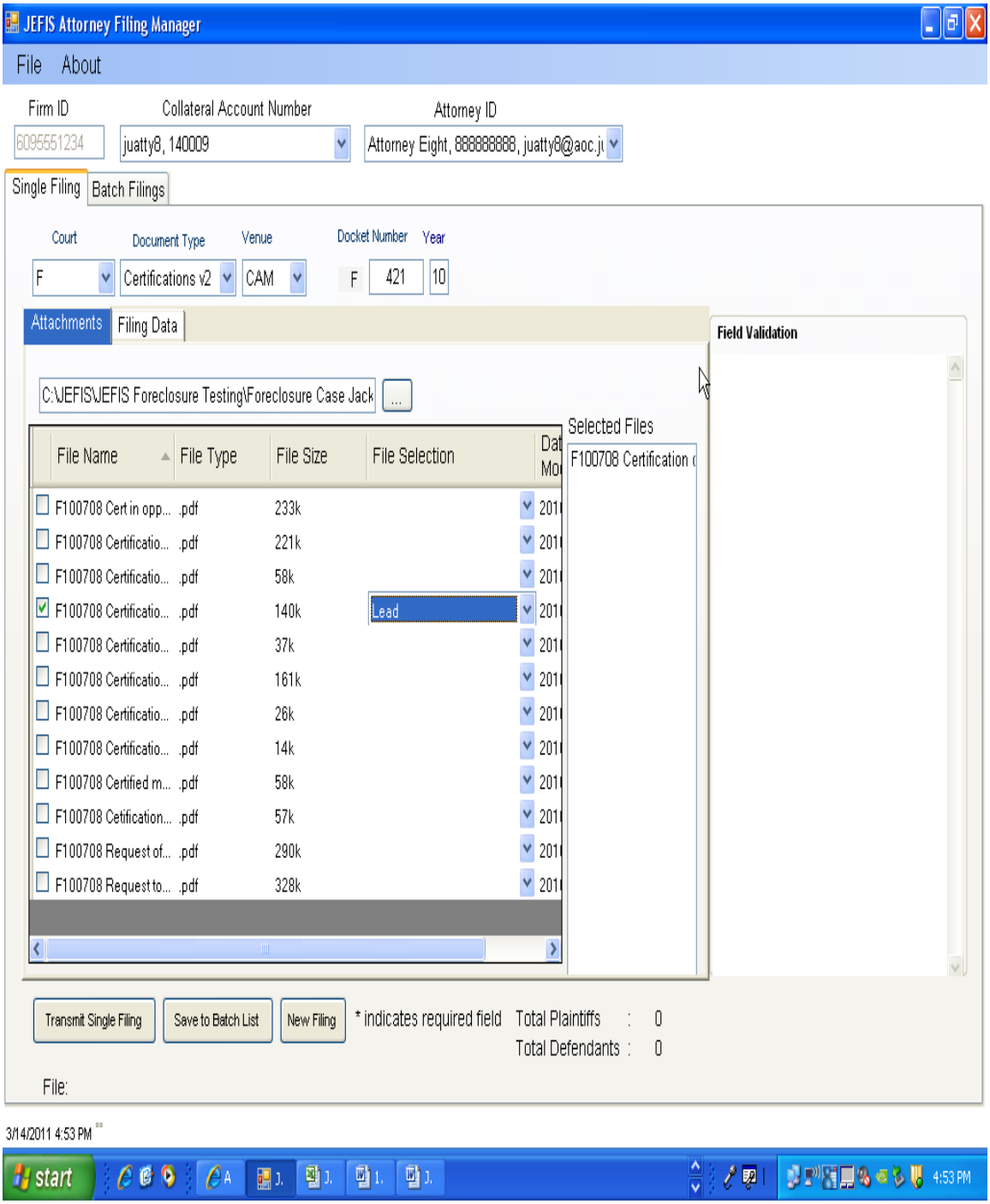
    Field Description: Rule 4:64-2(d) Affidavit *
    Field Values: "O", "S"
    Help: "O": Pending residential mortgage foreclosure actions, "S": Judgment entered and awaiting sale of the property.

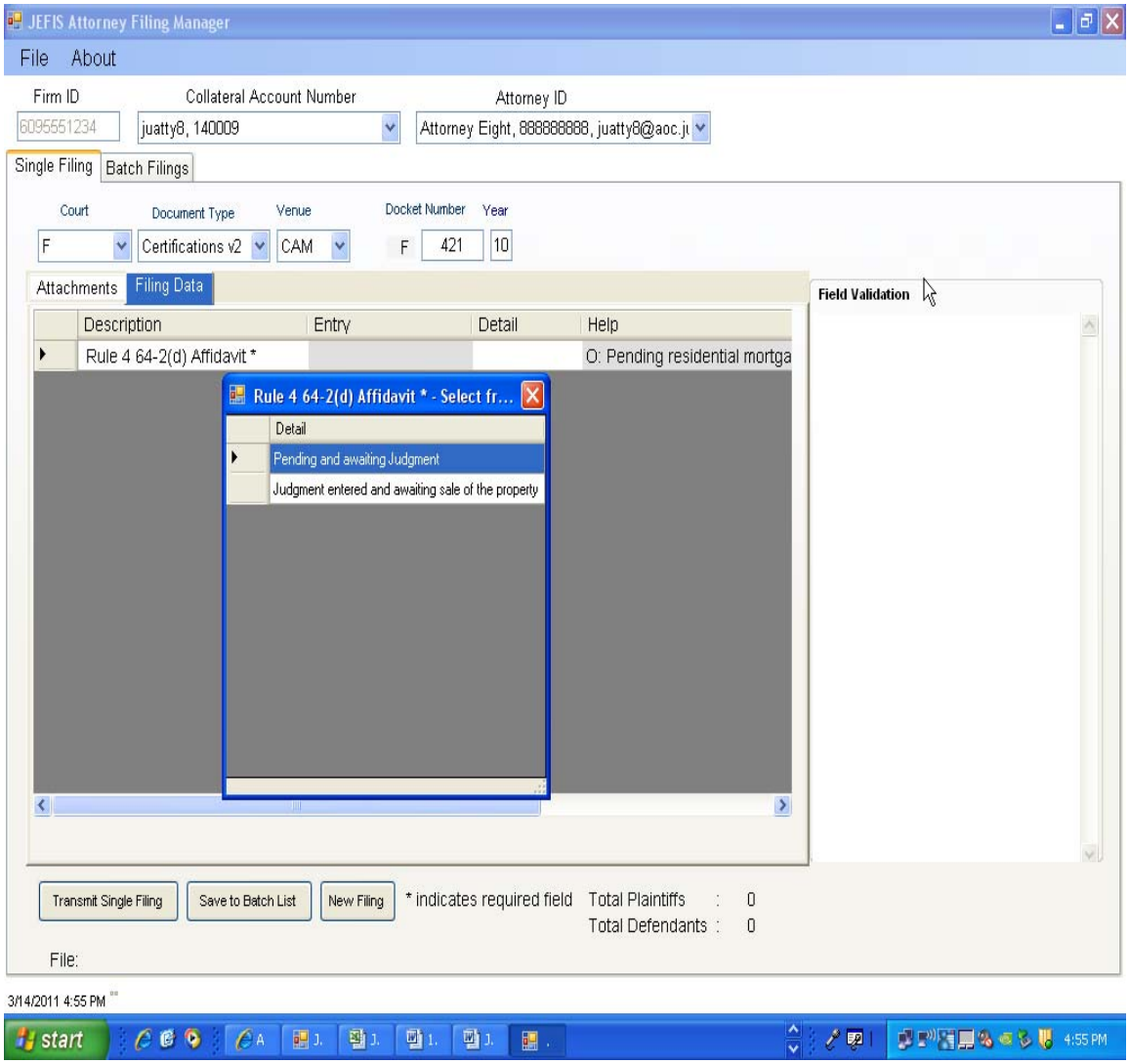
    * Mandatory field

13. User selects the court as "F" for Foreclosure, "Certifications v2" for document type, venue based upon the location of the property for the document, enters the docket number for the related case and updates the indicator based on the status of the case jacket.
14. System validates docket number entry and displays user selections.

Please select the **Certifications v2** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Certification v2** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager





The JEFIS Attorney Filing Manager displays the entry fields for the **Certifications v2** document information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

Place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and placing valid field entries. Click an entry in the **Help** column to view the entry's full text in the **Field Validation** section of the screen. Please review APPENDIX A for further detail regarding **Certification v2** fields.

NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch**

Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.

Filing a Complaint

To file a **Complaint**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Select the Collateral Account Number and Attorney User Id for filing, if not prefilled.
2. Select the Document Type using the drop-down menu.
3. Select **Complaint V1** for:
    - Residential Mortgage Foreclosure

OR

4. Select **Complaint V2** for:
    - Condominium Foreclosure
    - Commercial Foreclosure
    - Optional Foreclosure Procedure
    - Time Share Foreclosure
    - Strict Foreclosure

5. Next, select the venue the foreclosure property is located

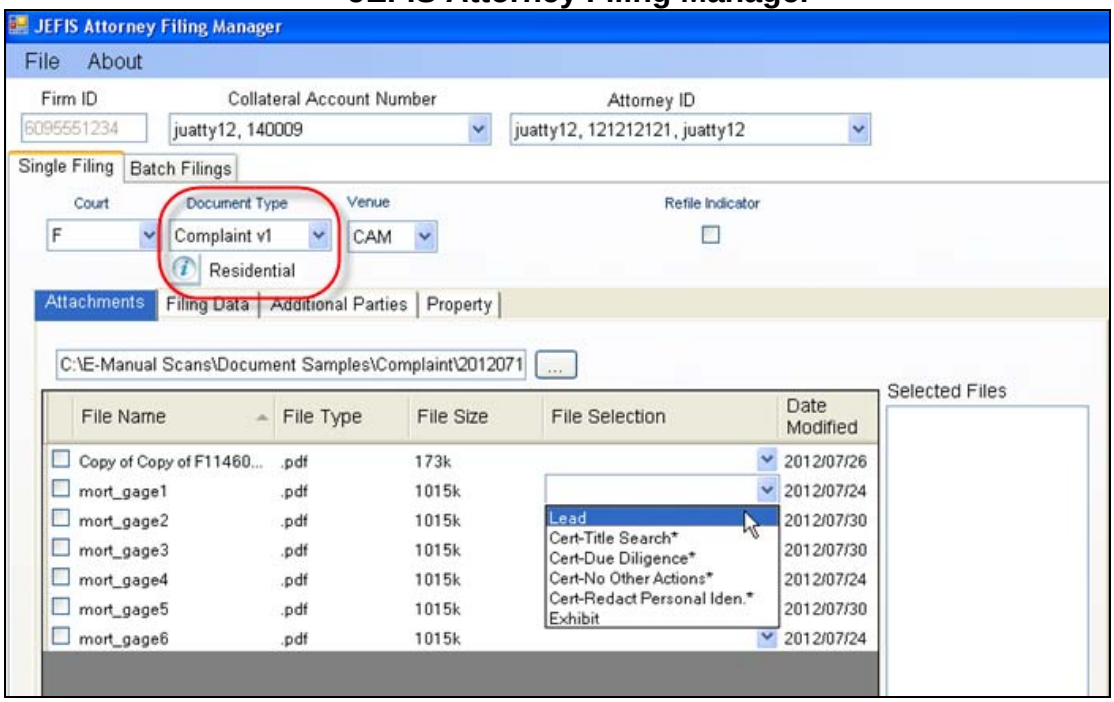
6. Select the Complaint LEAD document from the **Attachments tab** by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or an **Exhibit** document. Only one **Lead** document can exist for each **Complaint**
7. Choose the required **supporting** documents for Complaint from the default work directory folder where the JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager.

File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

Supporting Documents for Complaint V1:
The following documents are mandatory to be a part of the Complaint V1 package when they are filed:

Certification of Title Search (CertTitleSearch.xxx)
Certification of Due Diligence (CertDueDiligence.xxx)
Certification of No Other Actions (CertNoActions.xxx)
Certification of Redaction of Personal Identifiers (CertRedaction.xxx)

JEFIS Attorney Filing Manager

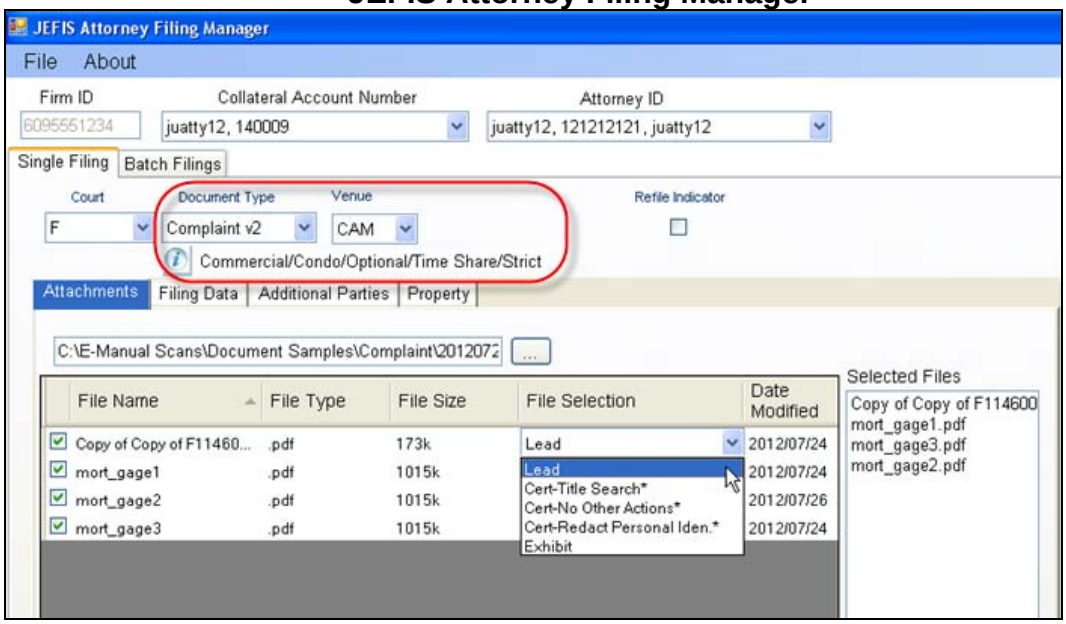


Supporting Documents for Complaint V2:
The following documents are mandatory to be a part of the Complaint V1 package when they are filed:

Certification of Title Search (CertTitleSearch.xxx)
Certification of No Other Actions (CertNoActions.xxx)
Certification of Redaction of Personal Identifiers (CertRedaction.xxx)

Note: The Certification of Due Diligence is only required for residential mortgage foreclosures

JEFIS Attorney Filing Manager



Note: The supporting documents must be added as separate documents from the Complaint.

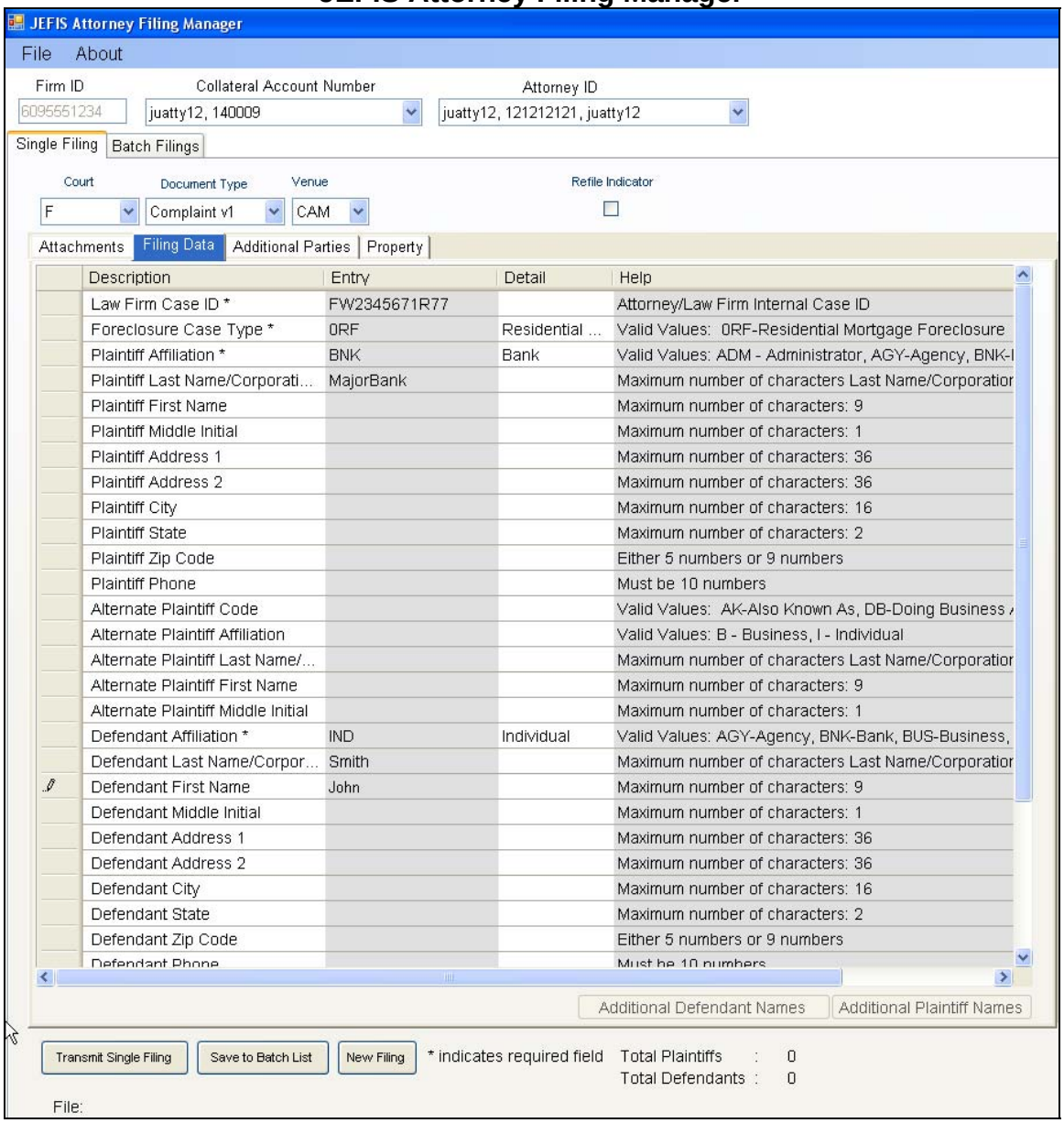
A different folder may be selected if required. See Step 2 – Accessing the JEFIS Attorney Filing Manager for details.

Note: In Rem and In Personam complaints types should be mailed in paper.

8. Click the Filing Data tab

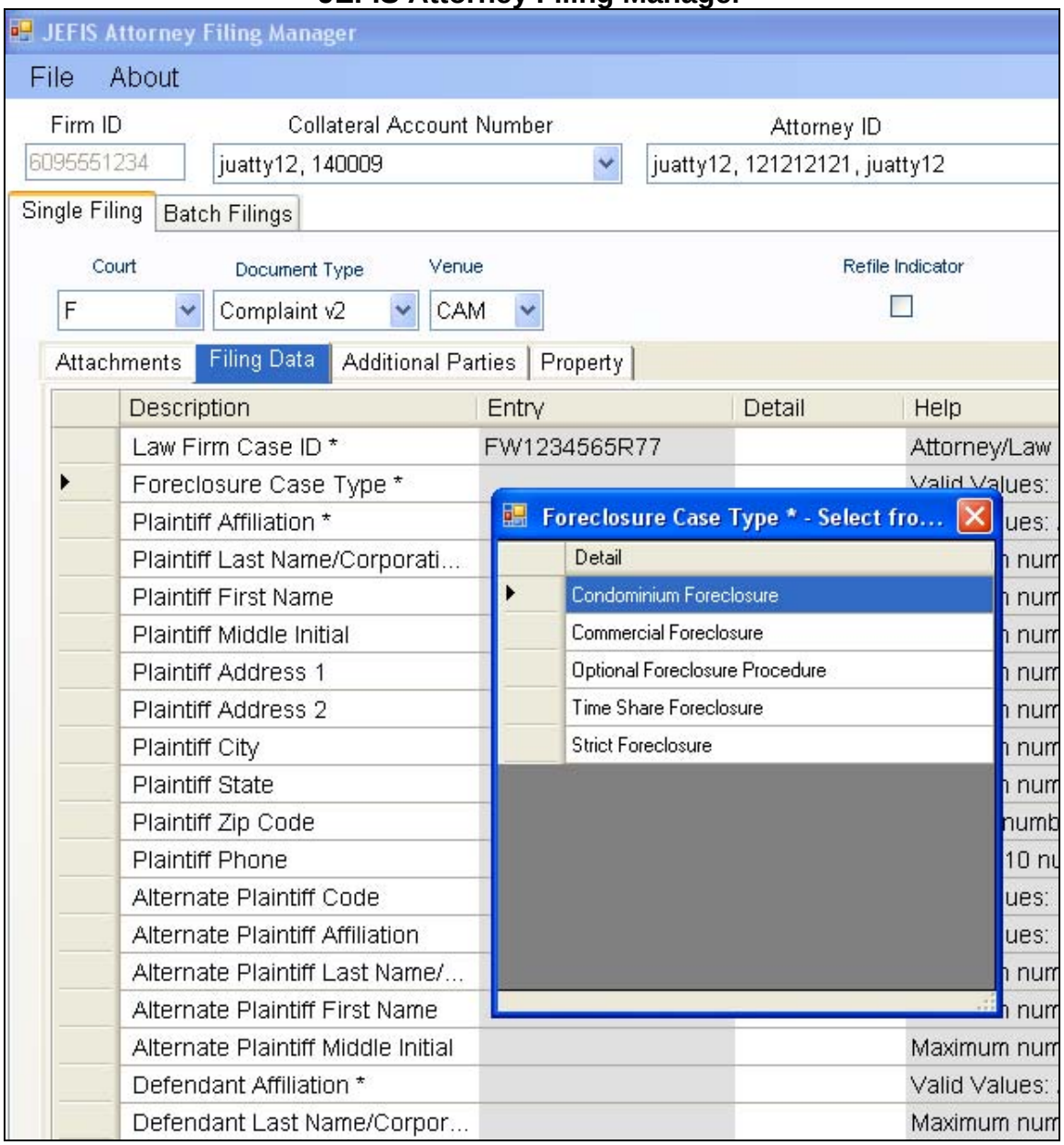
Use the mouse or Tab key to move the cursor to and enter information in the **Entry** column fields. The items followed by an asterisk (*) in the **Description** column are fields that require an entry. Attempts to save the XML file without an entry in these fields will result in an error message.

JEFIS Attorney Filing Manager



Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for '**Foreclosure Case Type**' and pressing F1 (or double-clicking the field) will display a table of valid case type entries.

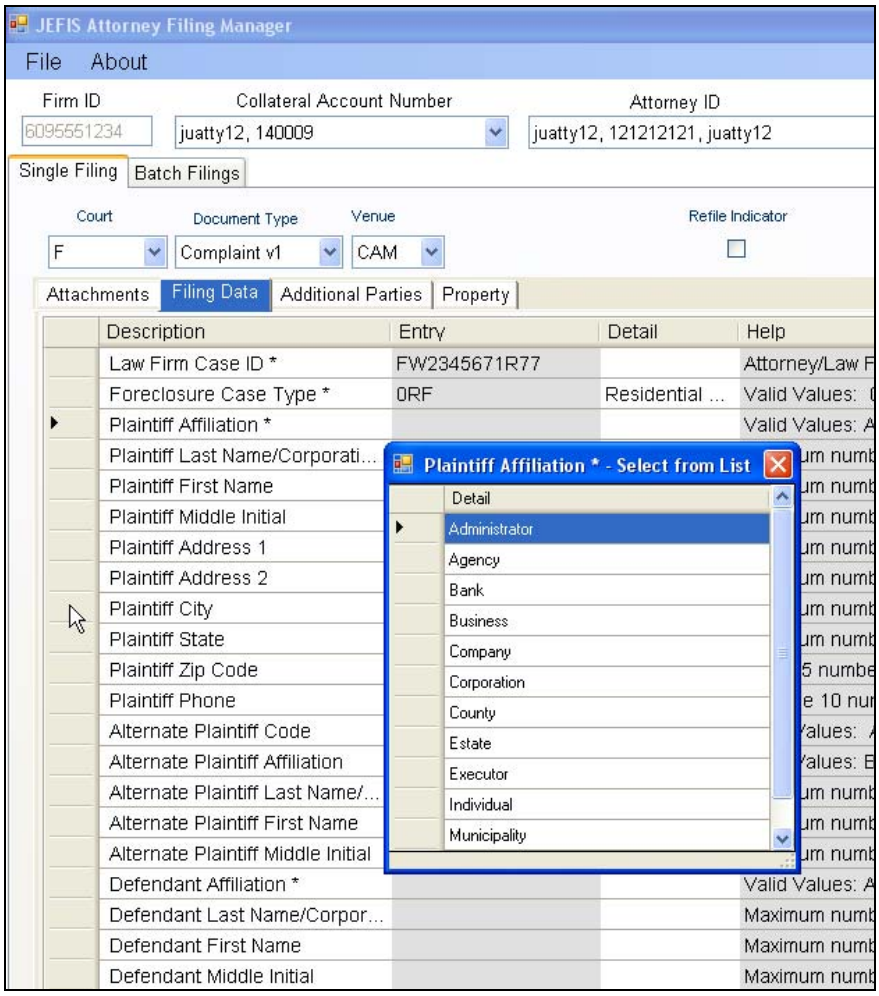
JEFIS Attorney Filing Manager



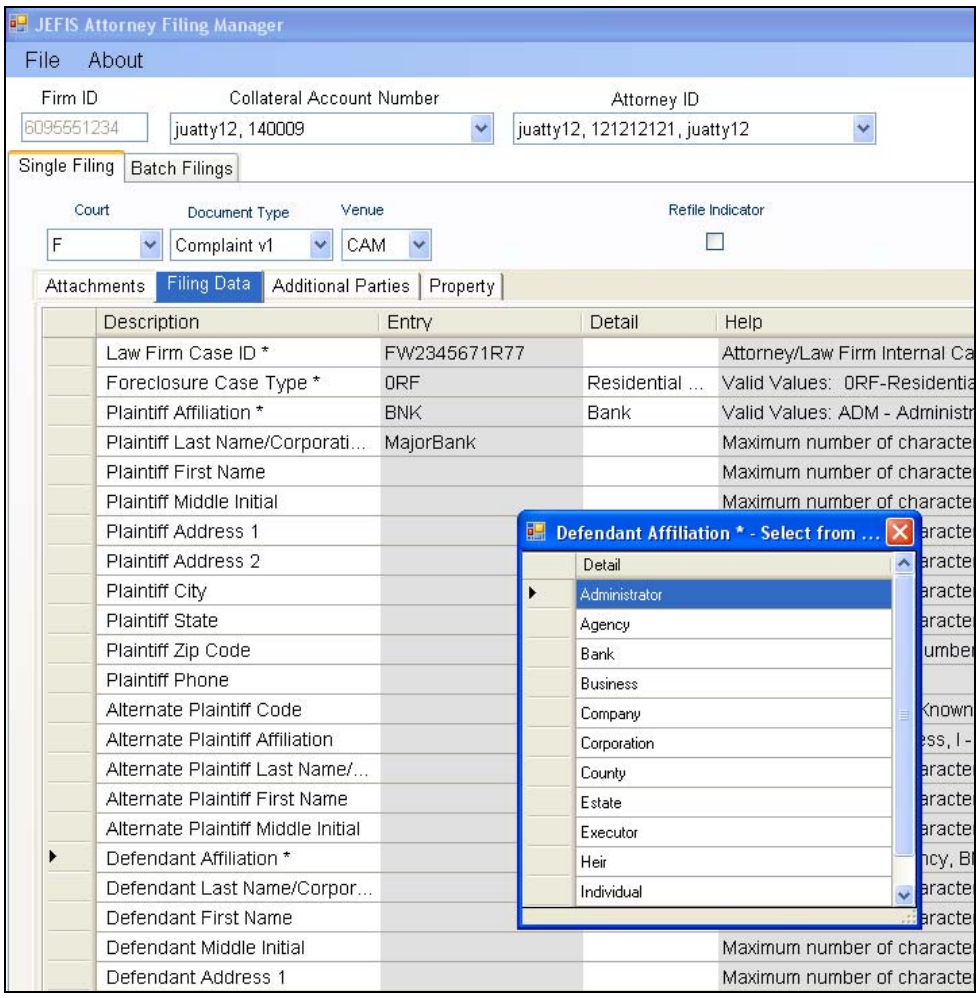
Clicking a **Foreclosure Case Type** in the table places the case type code in the corresponding **Entry** field on the **Filing Data** tab screen and places the code's description in the **Detail** column. The foreclosure case type will depend on the type of Complaint selected.

Similarly Plaintiff affiliation and Defendant affiliation are also selected from a pop-up menu or table of values as shown below:

Plaintiff Affiliation

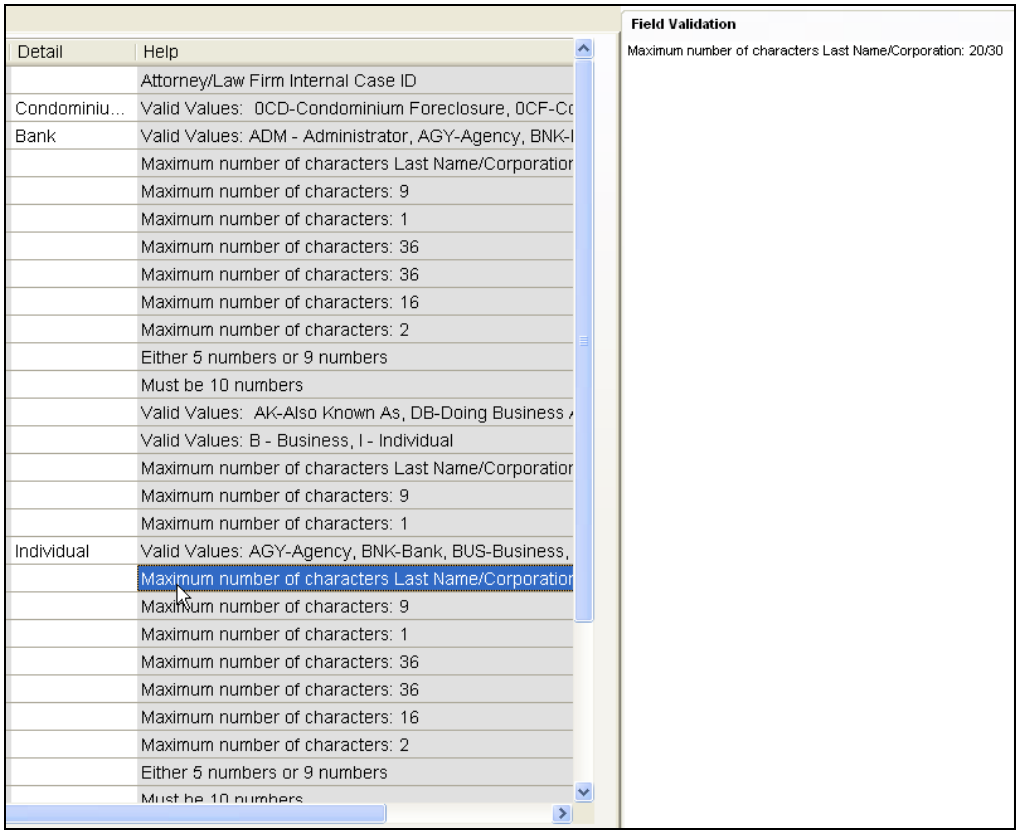


Defendant Affiliation



Continue to place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and valid field entries.

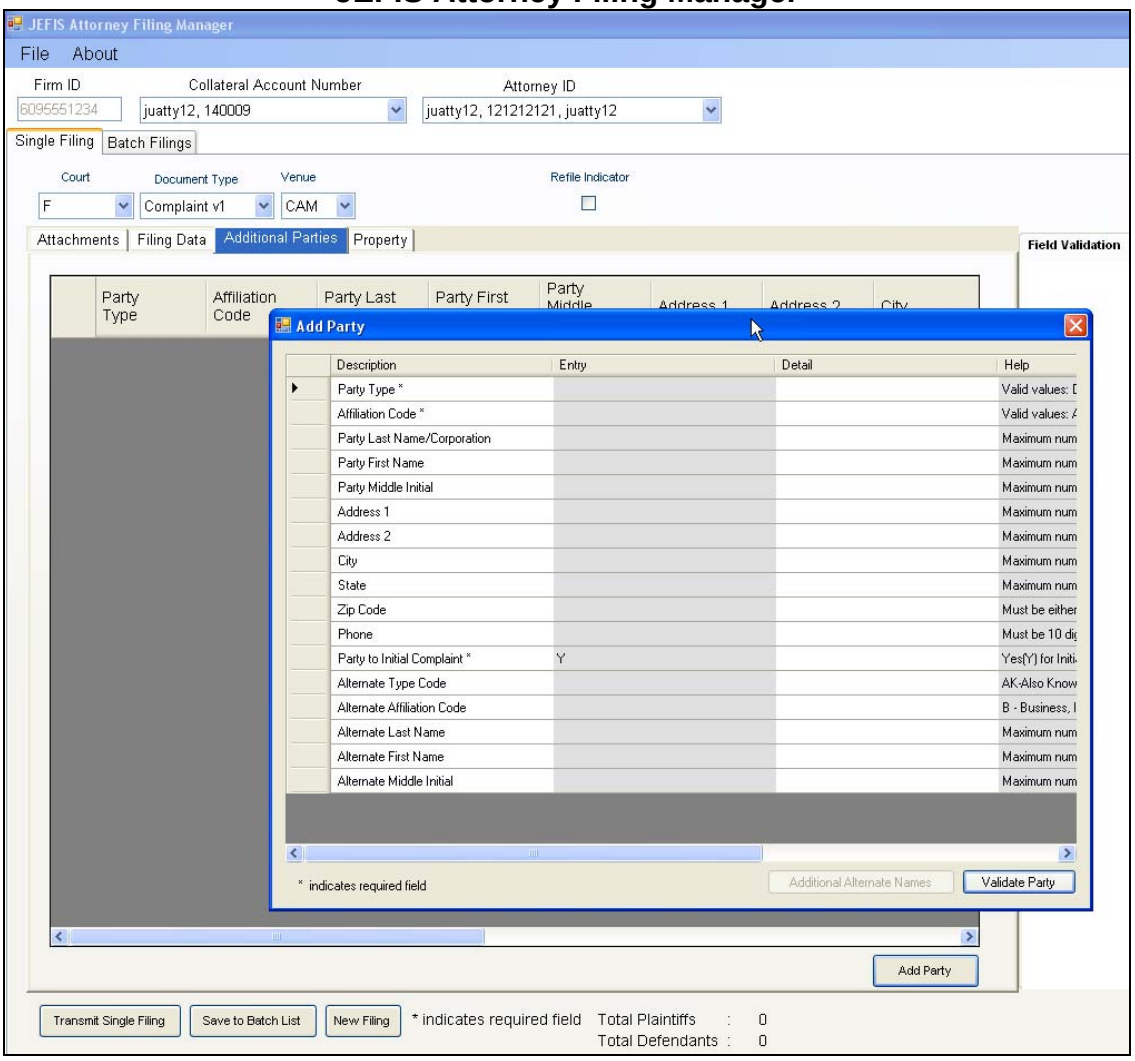
Click on an entry in the **Help** column to view the entry's full text in the **Field Validation** section of the screen.


Field Validation
Maximum number of characters Last Name/Corporation: 20/30
Detail
Help
Attorney/Law Firm Internal Case ID
Condominiu...
Valid Values: 0CD-Condominium Foreclosure, 0CF-Cc
Bank
Valid Values: ADM - Administrator, AGY-Agency, BNK-I
Maximum number of characters Last Name/Corporatior
Maximum number of characters: 9
Maximum number of characters: 1
Maximum number of characters: 36
Maximum number of characters: 36
Maximum number of characters: 16
Maximum number of characters: 2
Either 5 numbers or 9 numbers
Must be 10 numbers
Valid Values: AK-Also Known As, DB-Doing Business A
Valid Values: B - Business, I - Individual
Maximum number of characters Last Name/Corporatior
Maximum number of characters: 9
Maximum number of characters: 1
Individual
Valid Values: AGY-Agency, BNK-Bank, BUS-Business,
Maximum number of characters Last Name/Corporatior
Maximum number of characters: 9
Maximum number of characters: 1
Maximum number of characters: 36
Maximum number of characters: 36
Maximum number of characters: 16
Maximum number of characters: 2
Either 5 numbers or 9 numbers
Must be 10 numbers

NOTE: The *APPENDIX A* contains a description of each **Entry** field on the **Filing Data** tab screen for **Complaint**.

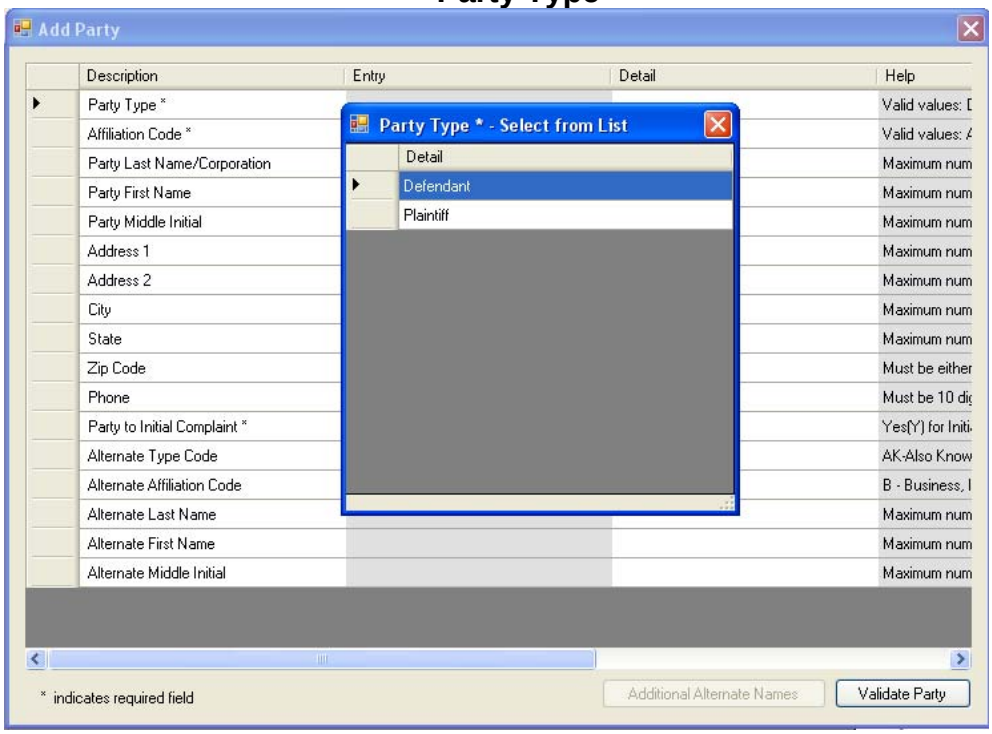
9. Next, you may select the **Additional Parties tab**. All parties need to be identified when an initial complaint is filed.
10. Click 'Add Party' to display the Add Party screen. Enter all relevant details.

JEFIS Attorney Filing Manager

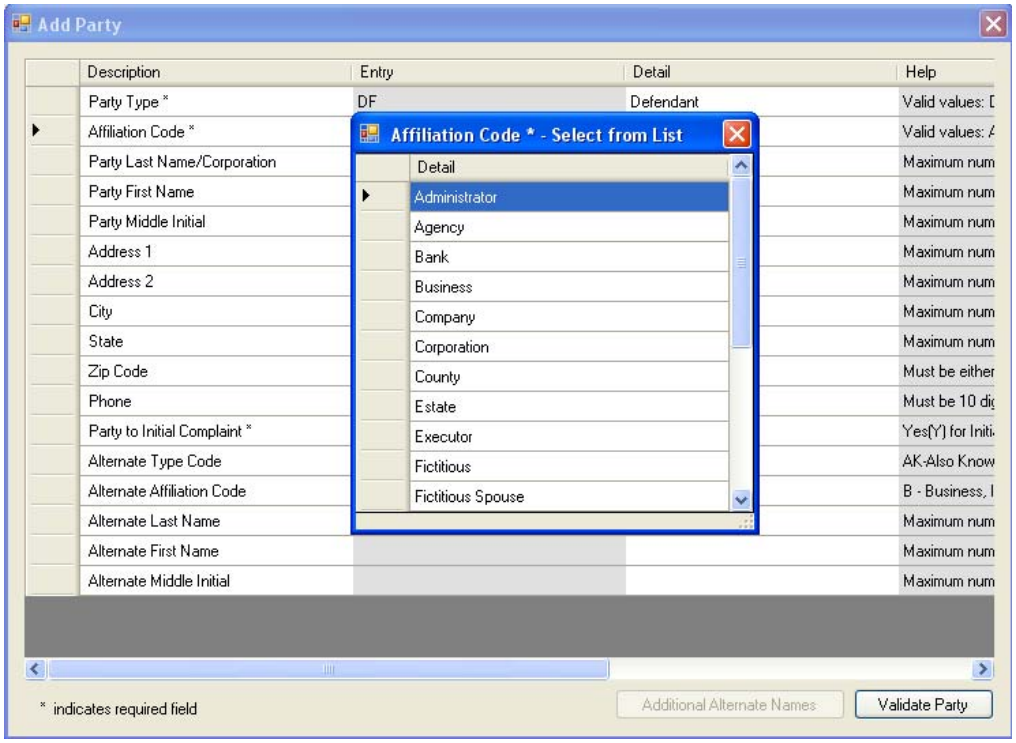


Select Party Type and Affiliation Code from the pop-up menu.

Party Type

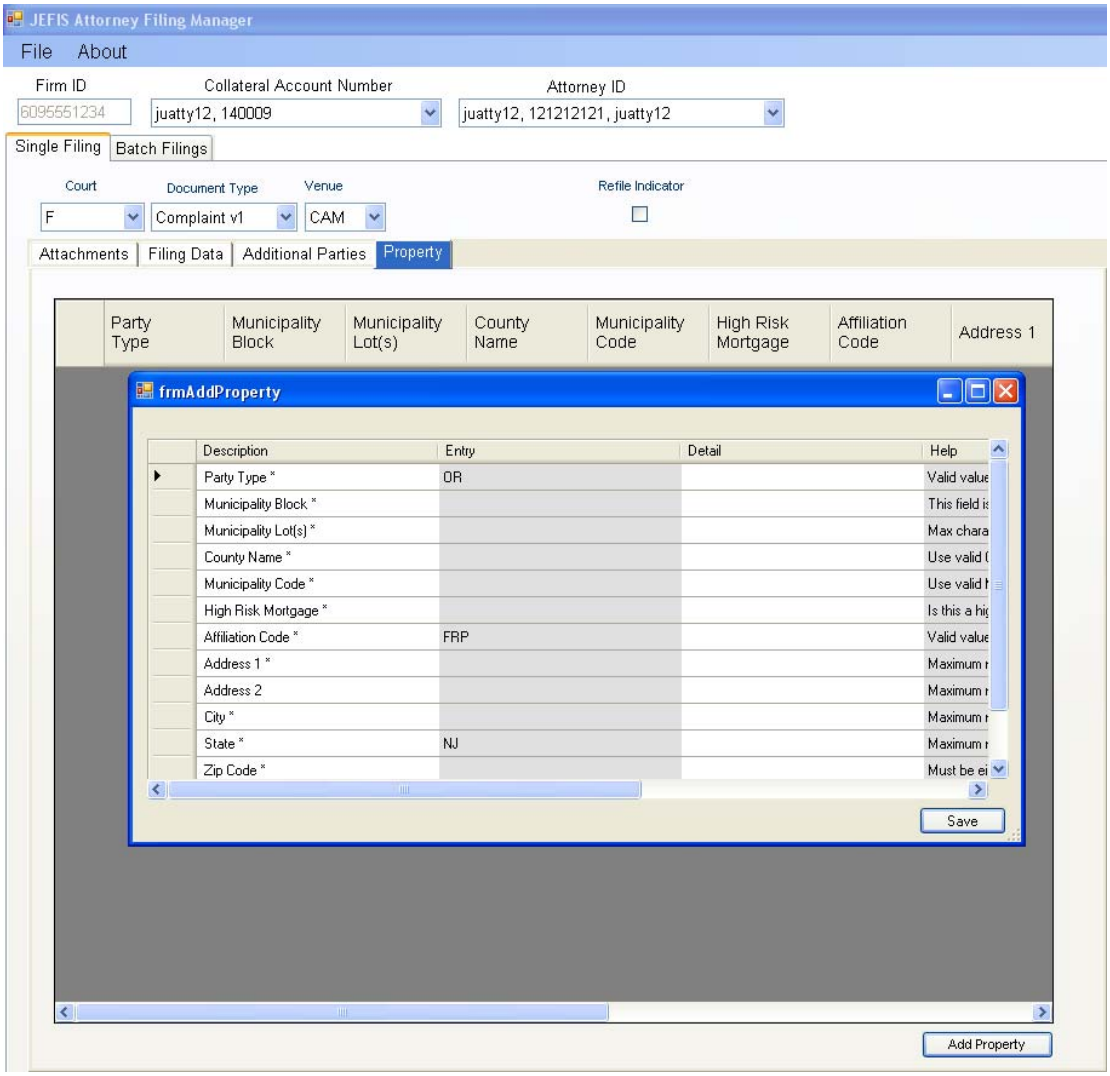


Affiliation Code



11. Click ‘Validate Party’ once all the details are entered. The system validates for any errors.

12. Select the Property Tab, and click 'Add Property' to enter the details of all the foreclosed properties.



NOTE: Ensure that at least one venue of the properties listed, matches with the **base venue** selected for filing the complaint. For example-if while filing a Complaint the venue is 'Camden' then, at least one property listed in the property tab must have the venue as 'Camden'.

If the user clicks on "Transmit" for a Complaint document type without adding a Foreclosed Property (FRP) party to the complaint, the system displays an error message indicating that the user must add a Foreclosed Property (FRP) party to the complaint.

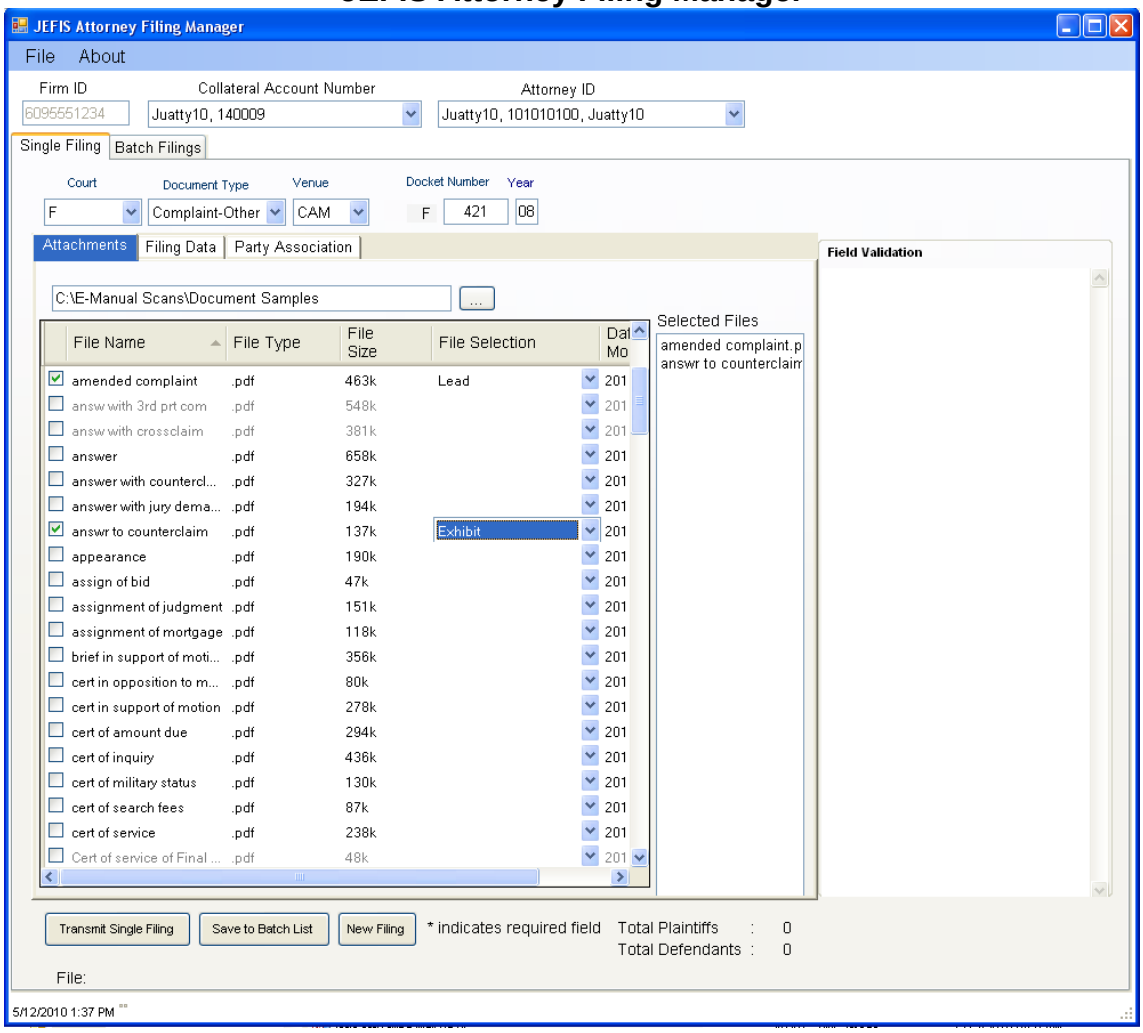
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Complaint-Other

To file for '**Complaint-Other' Document Type**, start by clicking the **New Filing** button (to remove any data retained from the previous XML file's creation), select 'F' (Foreclosure) from the **Court** dropdown select the complaint's RTF, PDF and/or TIF from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Please select the **Complaint-Other** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Complaint-Other** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Then select the **Filing Data** tab to display the filing data.

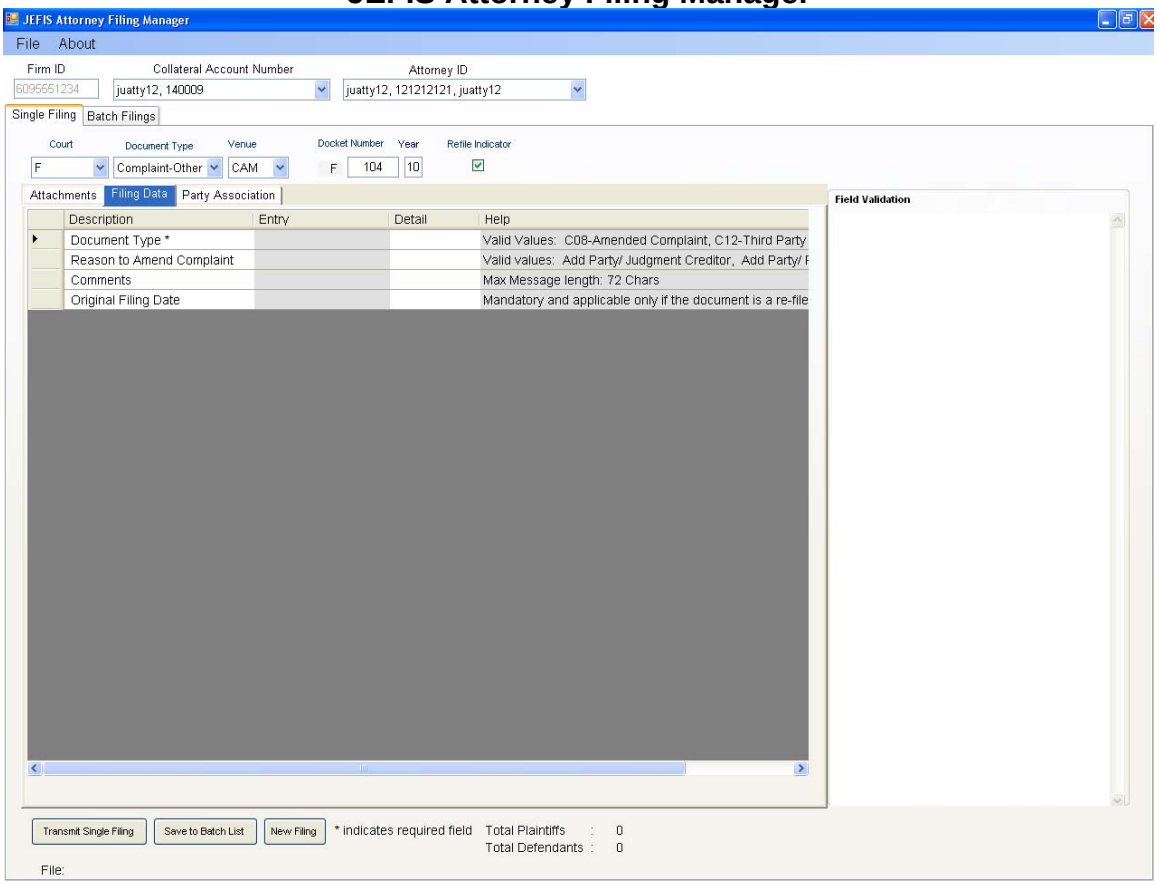
On the **Attachments** tab screen, click the down arrow on the **Document Type** field and select **Complaint-Other**; and then click the down arrow on the **Venue** field and select a venue code.

JEFIS Attorney Filing Manager



Use the mouse or Tab key to move the cursor to and enter information in the **Entry** column fields. The items followed by an asterisk (*) in the **Description** column are fields that require an entry. Attempts to save the XML file without an entry in these fields will result in an error message.

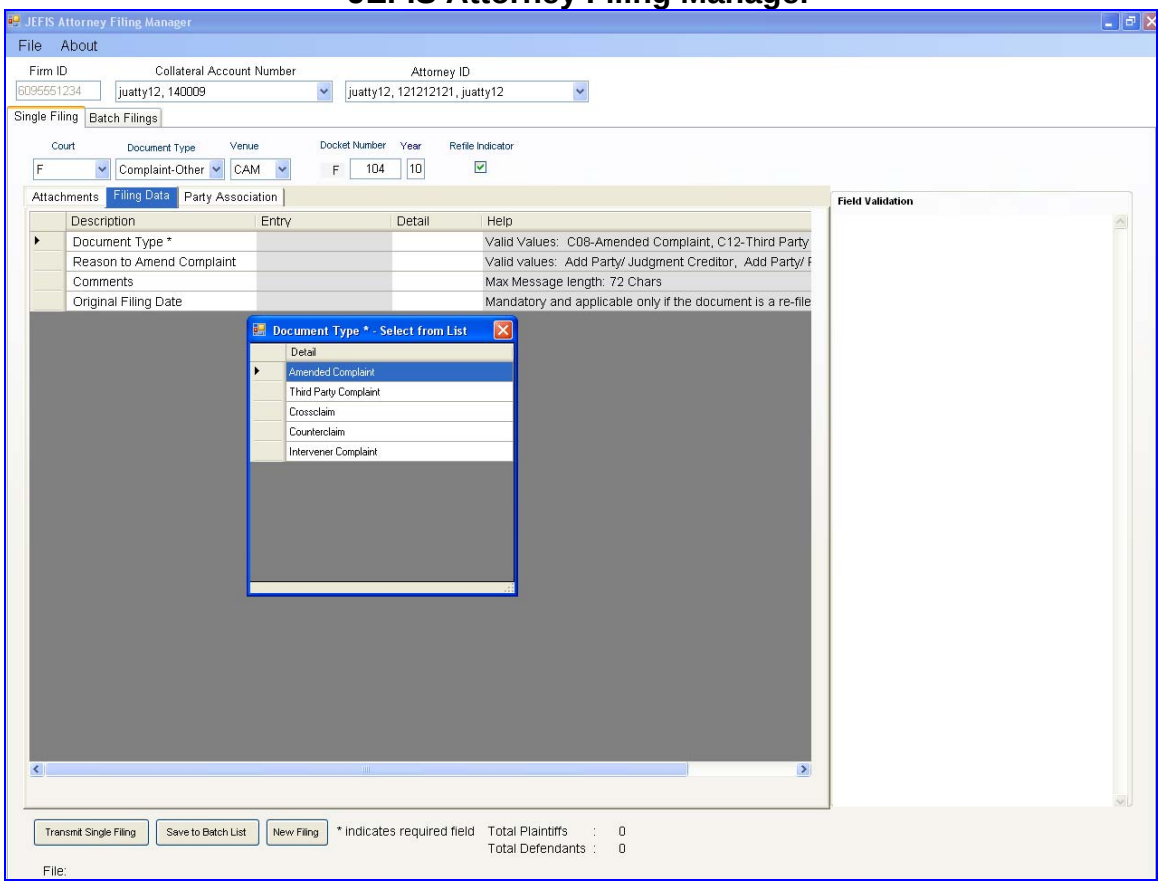
JEFIS Attorney Filing Manager



Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for '**Document Type**' and pressing F1 (or double-clicking the field) will display a table of valid **Document type** entries.

Clicking a **Document type** in the table places the **Document type** code in the corresponding **Entry** field on the **Filing Data** tab screen and places the code's description in the **Detail** column.

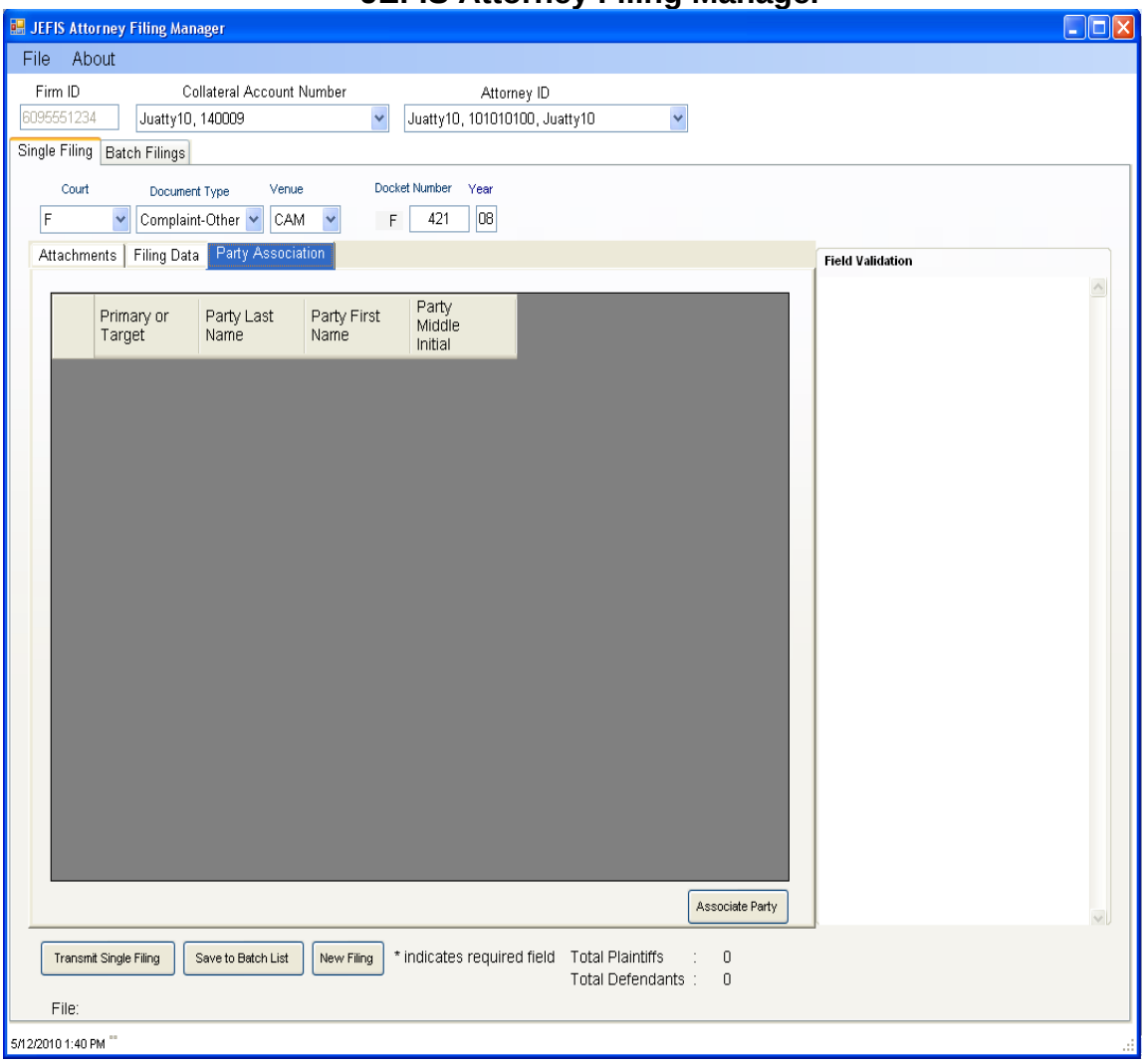
JEFIS Attorney Filing Manager



Continue to place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and valid field entries. Click on an entry in the **Help** column to view the entry's full text in the **Field Validation** section of the screen.

NOTE: The *APPENDIX A* contains a description of each **Entry** field on the **Filing Data** tab screen for **Complaint-Other**.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

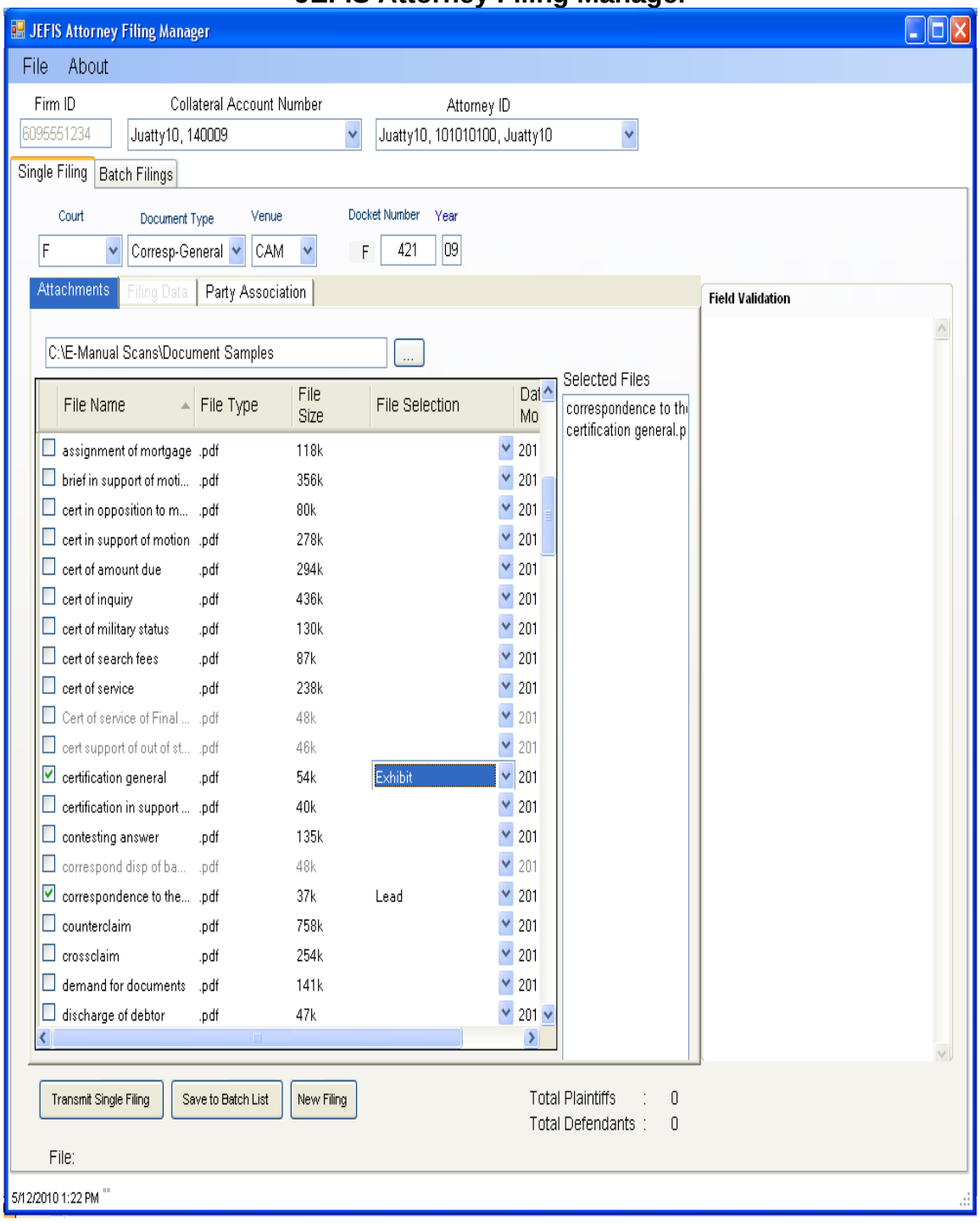
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Correspondence-Gen(eral)

To file ***Correspondence-Gen (Correspondence General)***, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

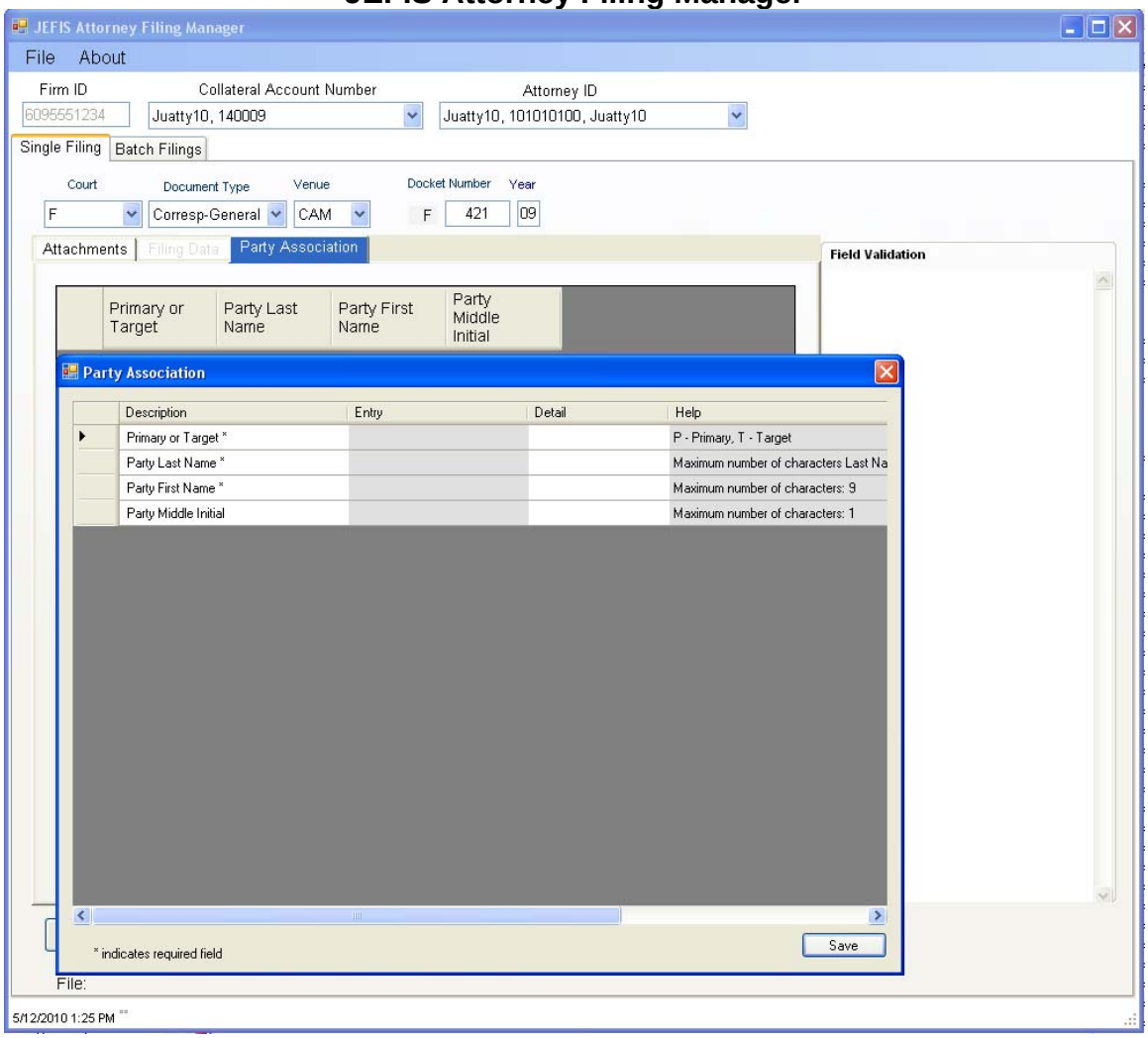
8. Please select the collateral account number and attorney id for the specific ***Correspondence-Gen*** being filed.
9. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
10. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
11. Please select the court as "F" for Foreclosure and document type as "***Correspondence-Gen***".
12. Enter the venue based upon the location of the property.
13. Enter the docket number applicable for the case.
14. Please select the required supporting documents for ***Correspondence-Gen*** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Correspondence-Gen** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Correspondence-Gen** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

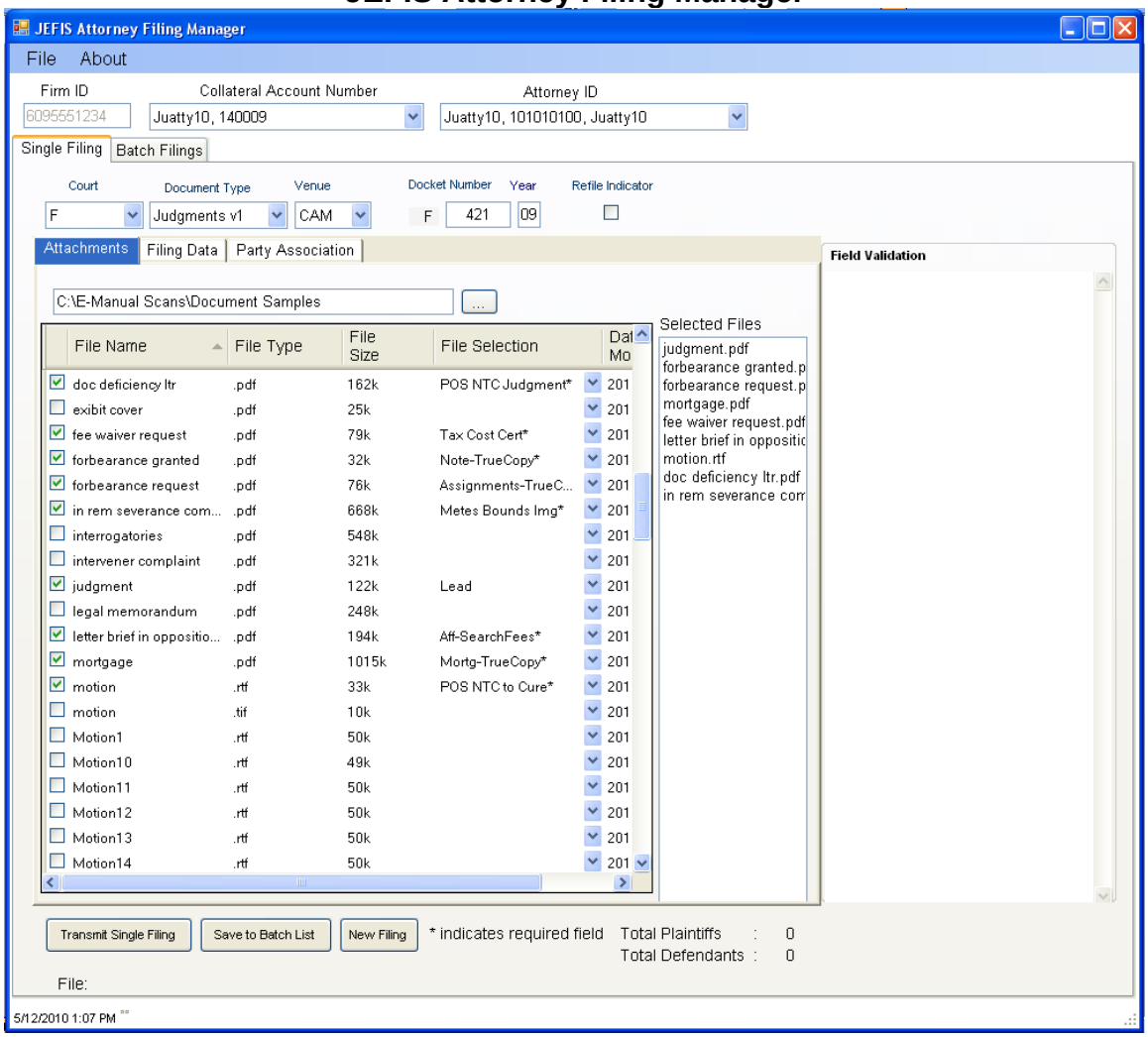
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing JudgmentsV1

To file a judgment package, begin by clicking the **New Filing** button (to remove any data retained from the previous filing). The following steps can then be performed:

- Select the collateral account number and attorney id for the specific judgment being filed unless The JEFIS Attorney Filing Manager has already correctly defaulted to the appropriate account number and attorney id.
- If appropriate, change your work directory by clicking the button to the right of the **Default Work Directory** field and selecting another directory
- Select the court as "F" for Foreclosure from the **Court** dropdown then click the down arrow on the **Document Type** field and select **JudgmentV1**.
- Click the down arrow on the **Venue** field and select a venue code; then enter a **Docket Number** and **Year**.
- Select the required and optional supporting documents for **JudgmentV1** from the default or selected work directory folder by using the check box next to the file name. You may select a different folder, if required, using the browse button (….). The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.
- Please select a 'Lead' document by clicking the check box to the left of the file name and clicking from the **File Selection** column's dropdown for that specific row from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Documents marked with an asterisk in the **File Selection** dropdown box are mandatory to file a judgment package. Files are displayed based on the order of selection.

JEFIS Attorney Filing Manager

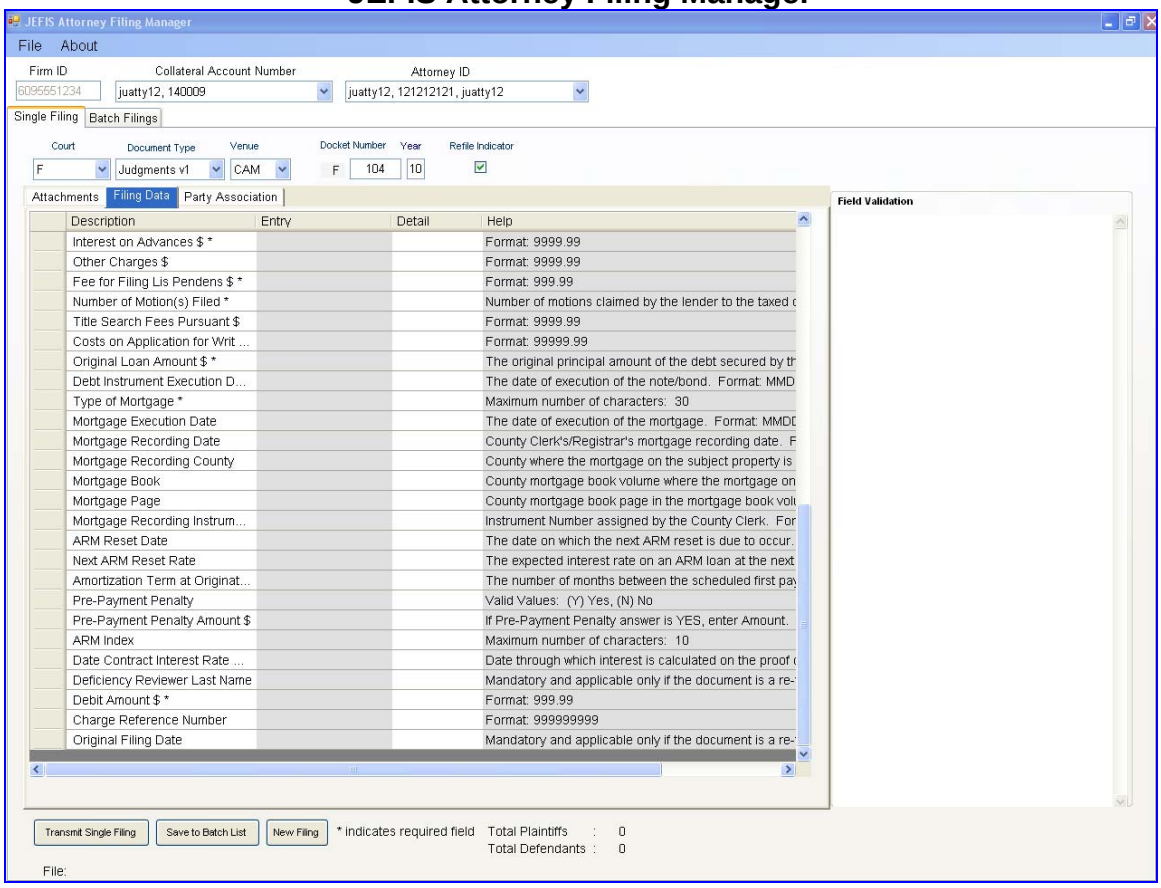


Following documents types can be filed for a **Judgment V1** :

a. Proof of amount due certification and schedule *
b. Tax cost certification *
c. True copy of note *
d. True copy of mortgage *
e. True copy of assignments (multiple)
f. Affidavit of non-military service (multiple)
g. Affidavit of search fees *
h. Proof of service of Fair Foreclosure Act Notice to Cure.*
i. Proof of service of Notice of motion for judgment. *
j. Proposed judgment
k. Proposed Writ
l. Metes and Bounds Image*
m. Affidavit of Due Diligence*
n. Other

* denotes a required document

JEFIS Attorney Filing Manager

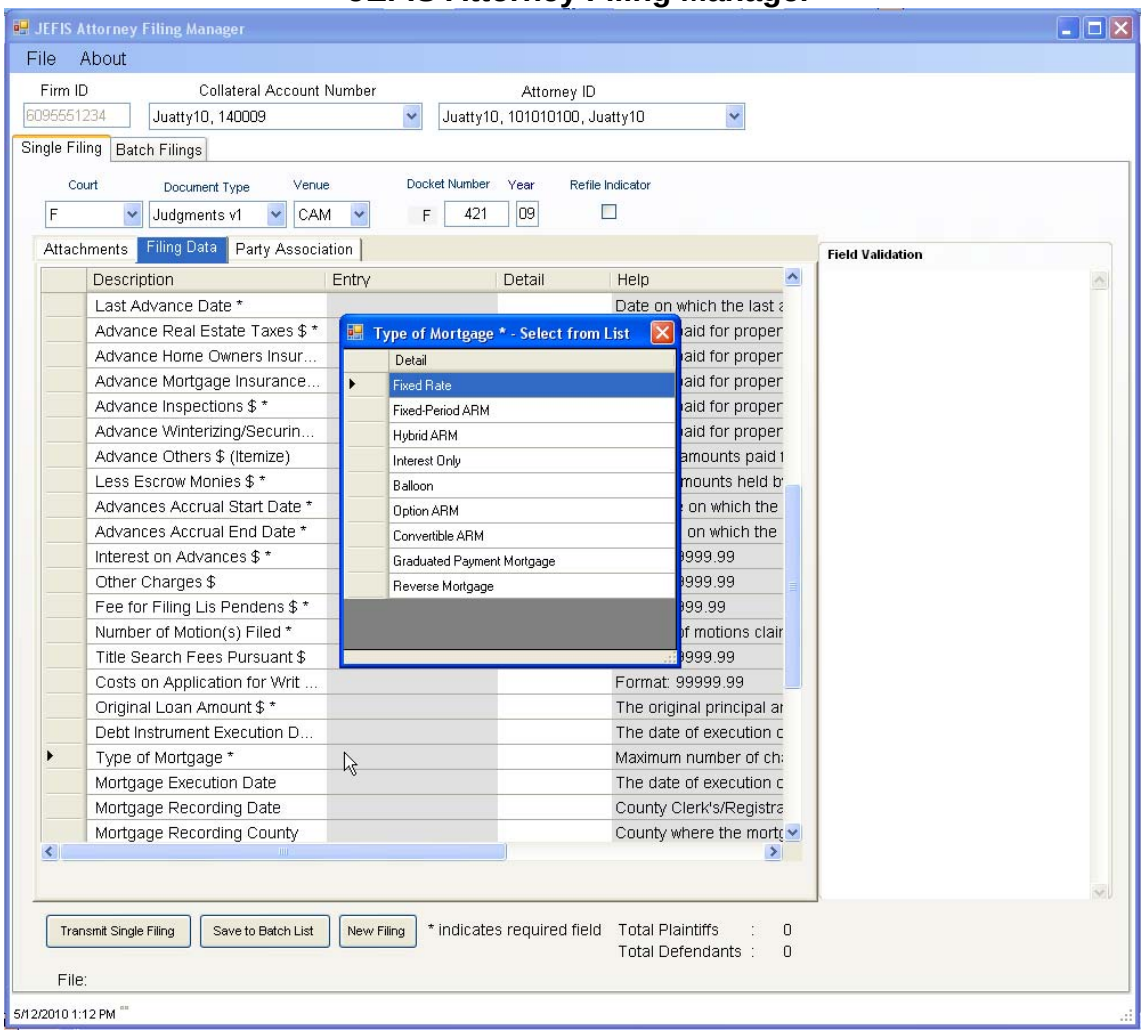


- Click on the **Filing Data** tab to display the **Filing Data** columns for **Description, Entry, Detail and Help**. On the **Filing Data** tab screen while the **Single Filing** Tab remains active the appropriate input is entered into the **Entry** column.

- Use the mouse or Tab key to move to and enter information in the **Entry** column fields. The items followed by an asterisk (*) in the **Description** column are fields that require an entry. Attempts to save the XML file without an entry in these fields will result in an error message.

NOTE: A simple order for judgment must be e-filed as an **Orders-no-Motion** document type and not as a **JudgmentV1** document type.

JEFIS Attorney Filing Manager

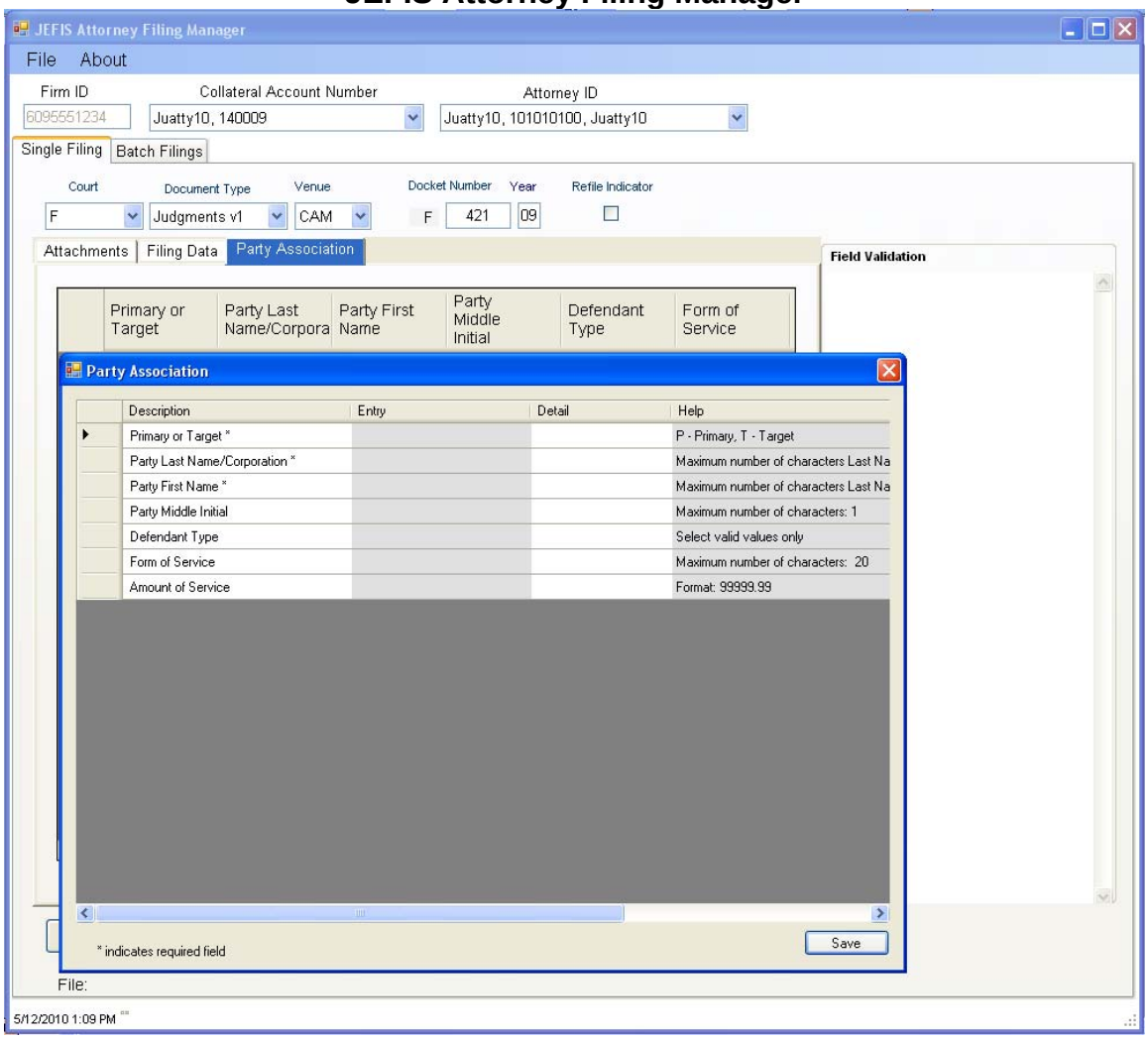


Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for '**Type of Mortgage**' and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item places the code that corresponds to the text shown on the '**Type of Mortgage' Detail** field in the **Filing Data's** '**Type of Mortgage**' **Entry** field.

***NOTE*:** The *APPENDIX A* contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and the lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

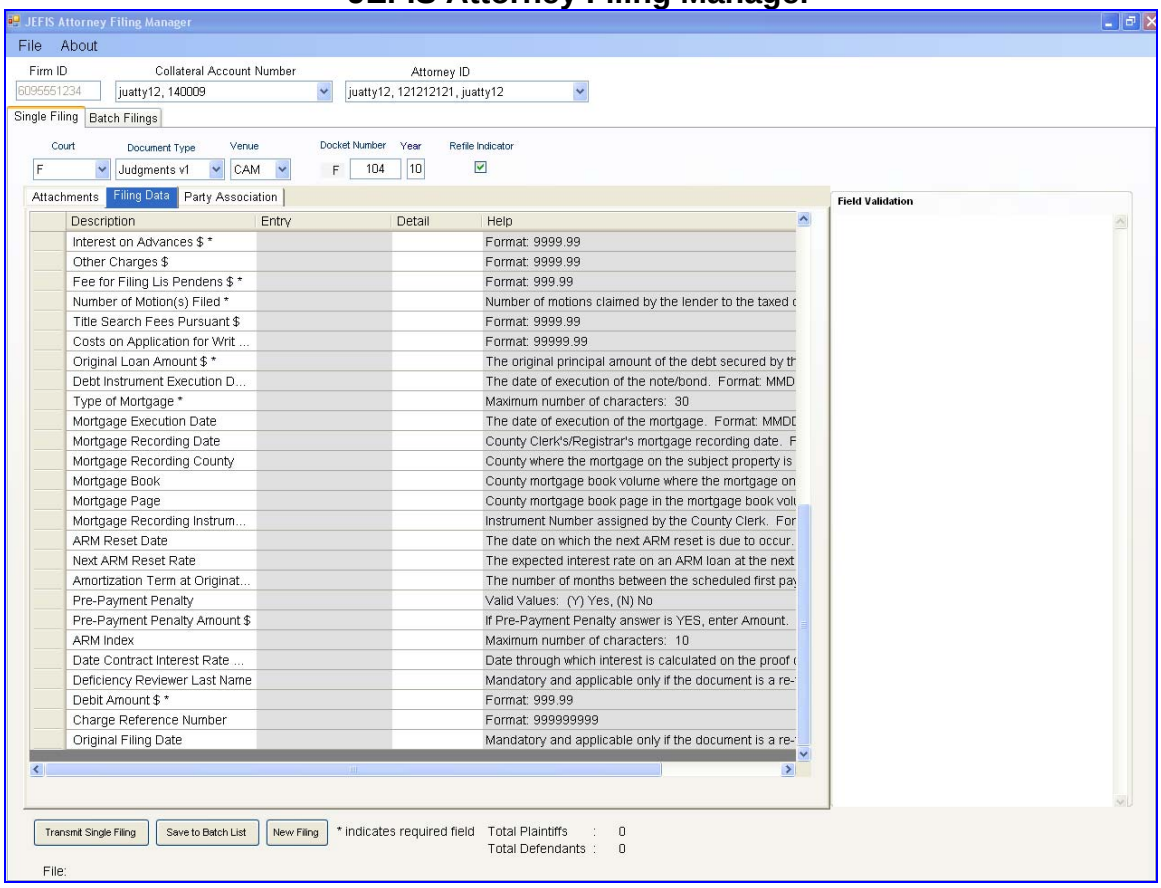
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing JudgmentsV2

A Proof of Amount Due document that is submitted separately from a previously-filed judgment package is filed as a Judgment V2. Firms using this document type to file have been previously authorized to do so by the Superior Court Clerk's Office. Therefore, do not use this document type to file a Judgment package. To use this type, begin by clicking the **New Filing** button (to remove any data retained from the previous filing). The following steps can then be implemented:

- Select the collateral account number and attorney id for the specific judgment being filed unless The JEFIS Attorney Filing Manager has already correctly defaulted to the appropriate account number and attorney id.
- If appropriate, change your work directory by clicking the button to the right of the **Default Work Directory** field and selecting another directory
- Select the court as "F" for Foreclosure from the **Court** dropdown then click the down arrow on the **Document Type** field and select **JudgmentV2**.
- Click the down arrow on the **Venue** field and select a venue code; then enter the **Docket Number** and **Year**.
- Select the required and optional supporting documents for **JudgmentV2** from the default or selected work directory folder by using the check box next to the file name. You may select a different folder, if required, using the browse button (….). The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.
- Select a 'Lead', or Proof of Amount Due, document by clicking the check box to the left of the file name and clicking from the **File Selection** column's dropdown for that specific row from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Exhibits can also be added to this filing as needed.

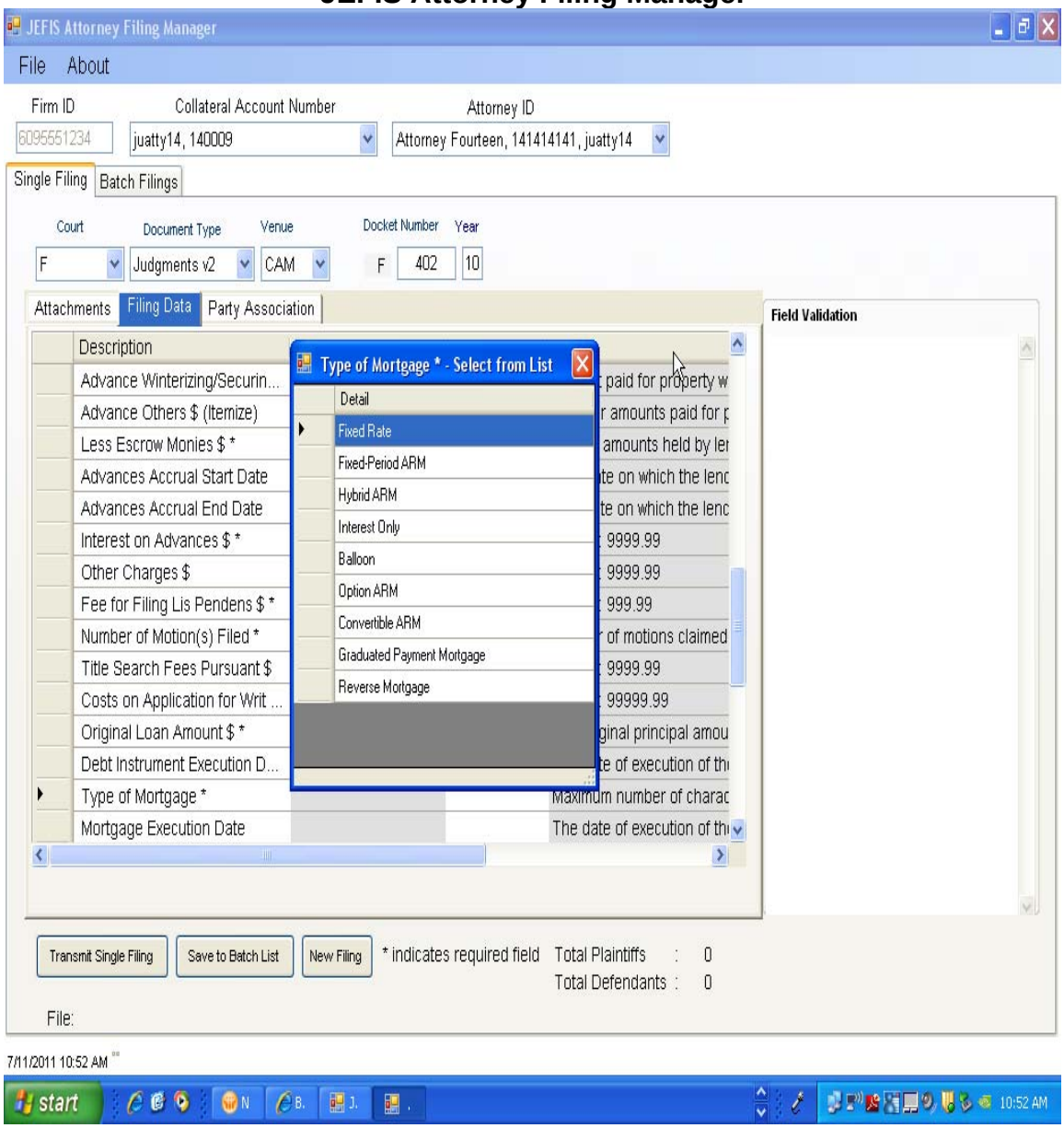
JEFIS Attorney Filing Manager



- Click on the **Filing Data** tab to display the **Filing Data** columns for **Description, Entry, Detail and Help**. On the **Filing Data** tab screen while the **Single Filing** Tab remains active the appropriate input is entered into the **Entry** column.

  NOTE: With this new *Document Type* available, firms may submit a new *Proof of Amount Due*. The data fields on the required *Filing Data* tab are the same data fields that are sent through *Judgment v1* when the original Judgment was transmitted.

JEFIS Attorney Filing Manager

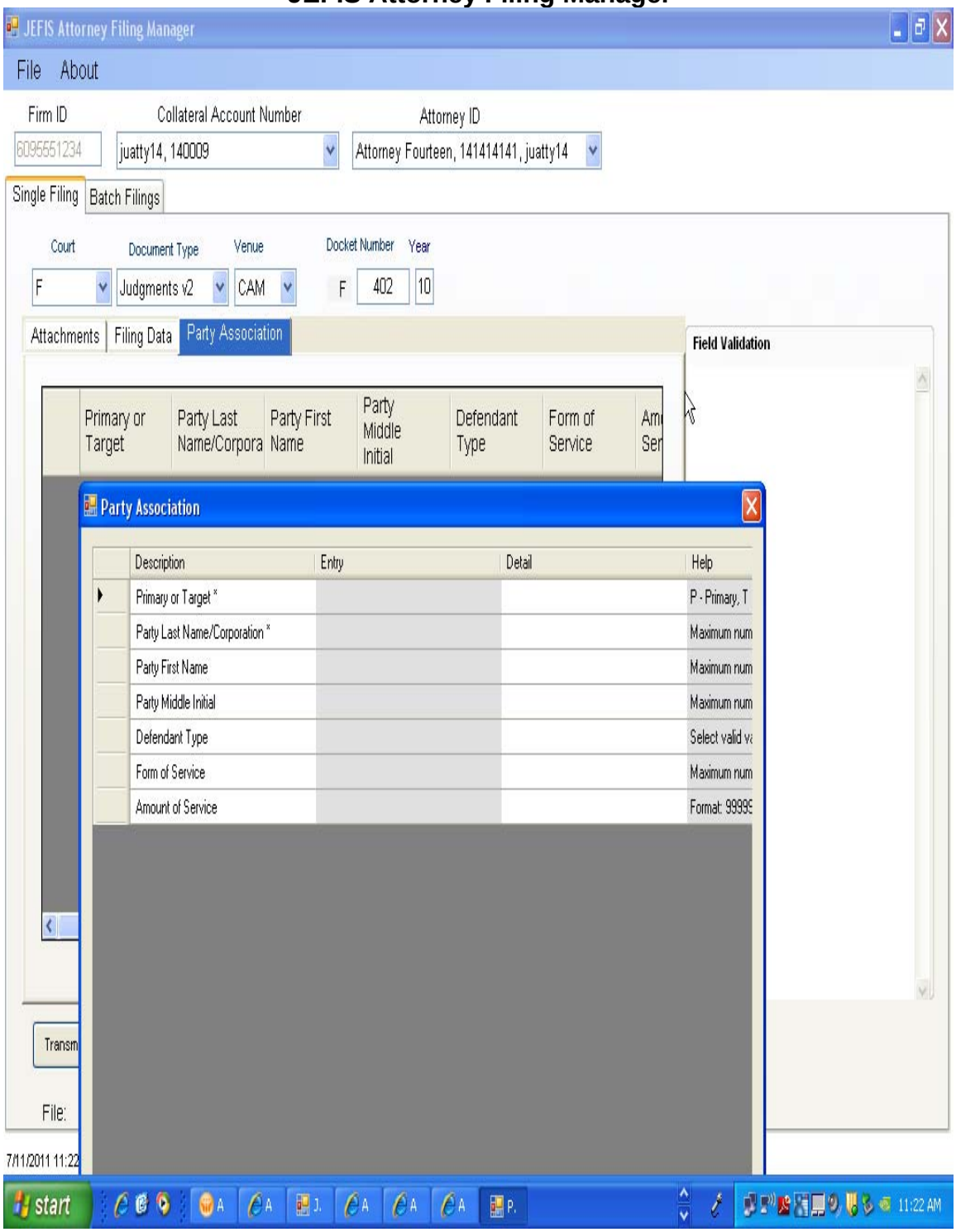


Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for '**Type of Mortgage**' and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item places the code that corresponds to the text shown on the '**Type of Mortgage' Detail** field in the **Filing Data's** '**Type of Mortgage**' **Entry** field.

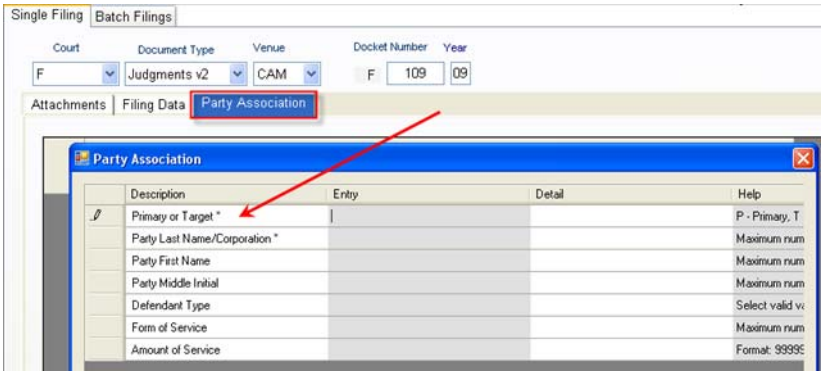
***NOTE*:** The *APPENDIX A* contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

JEFIS Attorney Filing Manager



When filing a foreclosure document, click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and the lender would be the Target.

For *Judgment v2*, the filer requires the *Party Association* to be entered before submission. Entry of all *Target* Parties and *Primary* Party information is mandatory.



For a **Primary** the rules are as shown below:

Primary or Target	Required
Party Last Name/ Corporation	Required
Party First Name	Optional
Party Middle Initial	Optional
Defendant type	Not Applicable
Form of Service	Not Applicable
Amount of Service	Not Applicable

For a **Target**

Primary or Target	Required
Party Last Name/ Corporation	Required
Party First Name	Optional
Party Middle Initial	Optional
Defendant type	Required
Form of Service	Required
Amount of Service	Required

To access and implement the **Party Association** Tab, refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

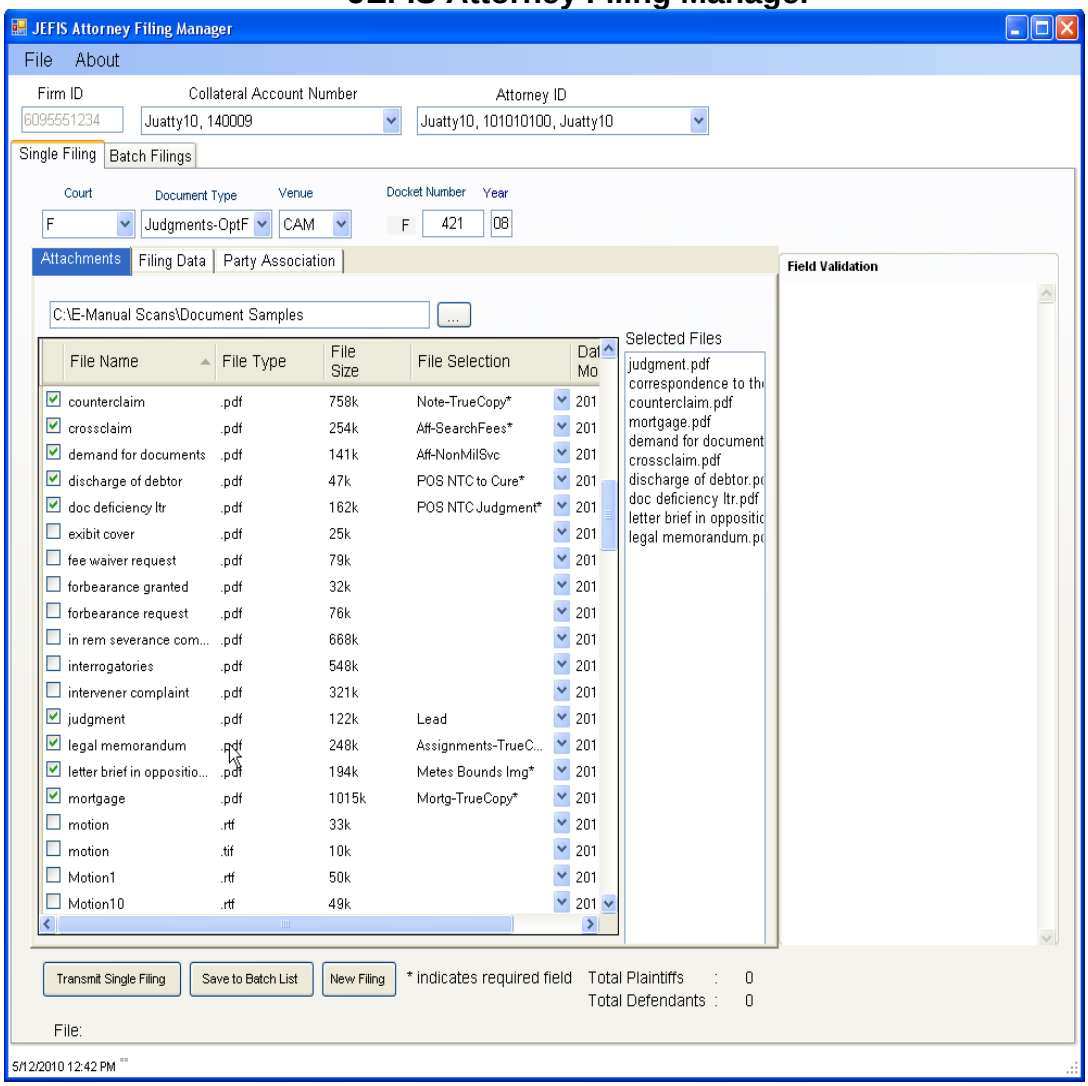
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Judgments-OptF (Judgments Optional Foreclosure)

To file a **Judgment-OptF (Judgments Optional Foreclosure)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing). The following steps will be implemented:

- Select the collateral account number and attorney id for the specific judgment being filed unless The JEFIS Attorney Filing Manager has already correctly defaulted to the appropriate account number and attorney id.
- The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on Your settings. You can change their work directory, if appropriate.
- Select the court as "F" for Foreclosure from the **Court** dropdown then click the down arrow on the **Document Type** field and select **Judgment-OptF**; click the down arrow on the **Venue** field and select a venue code and then enter a **Docket Number** and **Year**.
- Select the required and optional supporting documents for **Judgment-OptF** from the default or selected work directory folder by using the check box next to the file name. A different folder may be selected, if required, using the browse button (….). The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.
- Select a 'Lead' document by clicking the check box to the left of the file name and clicking from the **File Selection** column's dropdown for that specific row from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Documents marked with an asterisk in the **File Selection** dropdown box are mandatory to file a judgment package. Files are displayed based on the order of selection.

JEFIS Attorney Filing Manager

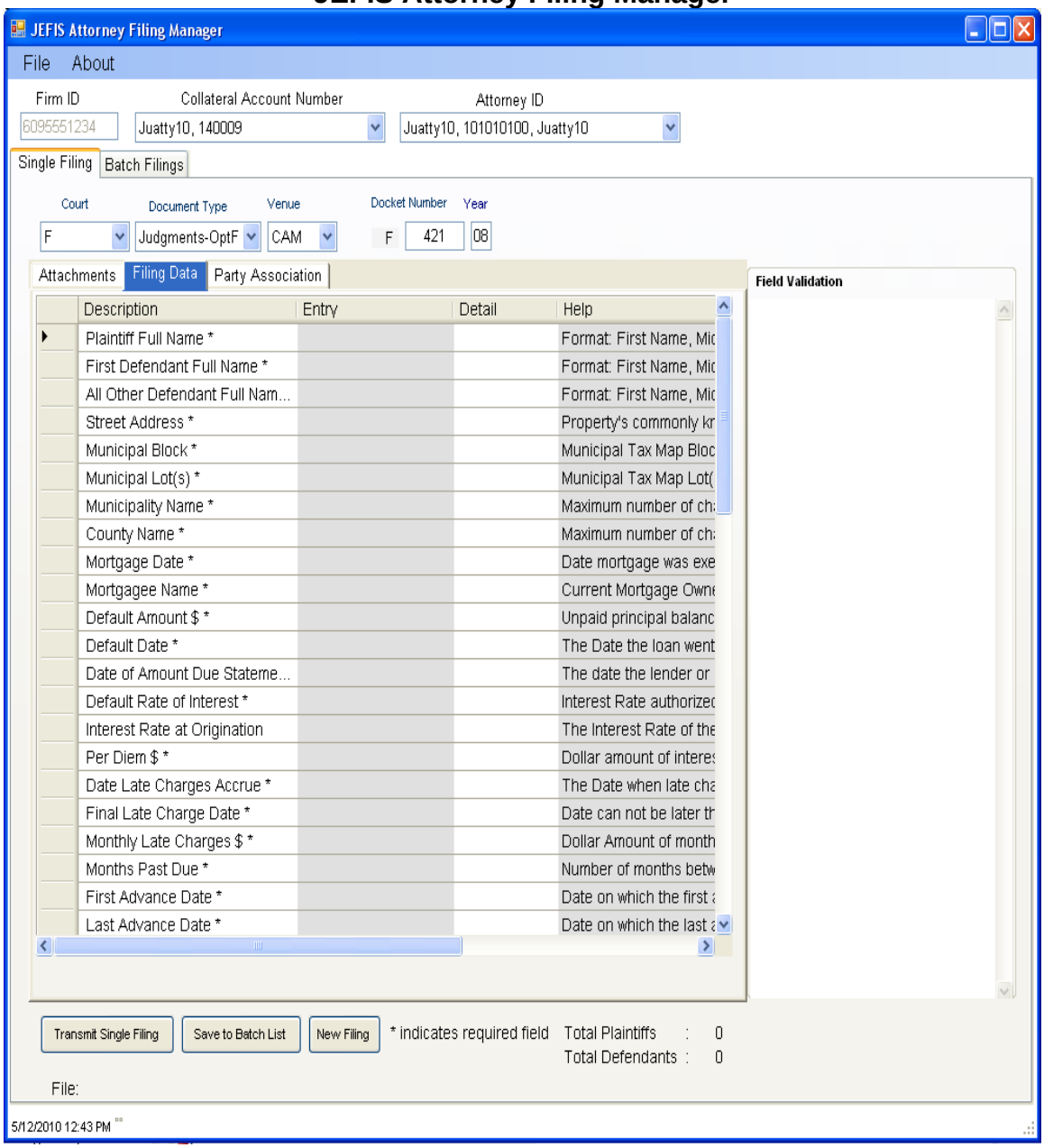


Following documents types are available for filing **Judgment-OptF** :

a. Proof of amount due certification and schedule *
b. Tax cost certification *
c. True copy of note *
d. True copy of mortgage *
e. True copy of assignments (multiple)
f. Affidavit of non-military service (multiple)
g. Affidavit of search fees *
h. Proof of service of Fair Foreclosure Act Notice to Cure.*
i. Proof of service of Notice of motion for judgment. *
j. Proposed judgment
k. Proposed Writ
l. Metes and Bounds Image*
m. Affidavit of Due Dilligence*
n. Other

* means it is a required document

JEFIS Attorney Filing Manager

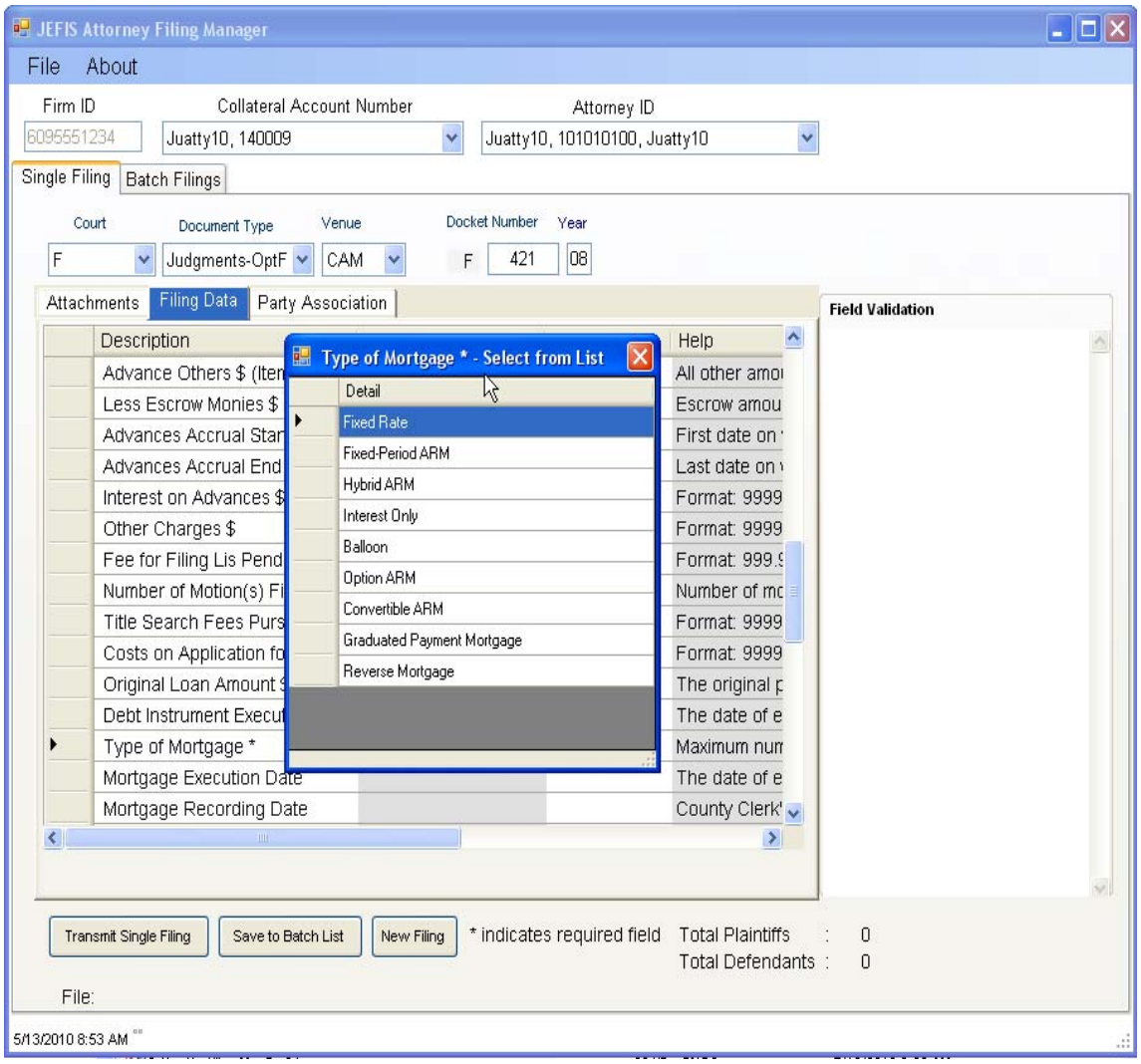


- Click on **Filing Data** tab to display the **Filing Data** columns for **Description, Entry, Detail and Help**. On the **Filing Data** tab screen while the **Single Filing** Tab remains active the appropriate input is entered into the **Entry** column.

  NOTE: A simple order for judgment must be e-filed as an **Orders-no-Motion** document type and not as a **Judgment-OptF** document type.

Use the mouse or Tab key to move to and enter information in the **Entry** column fields. The items followed by an asterisk (*) in the **Description** column are fields that require an entry. Attempts to save the XML file without an entry in these fields will result in an error message.

JEFIS Attorney Filing Manager



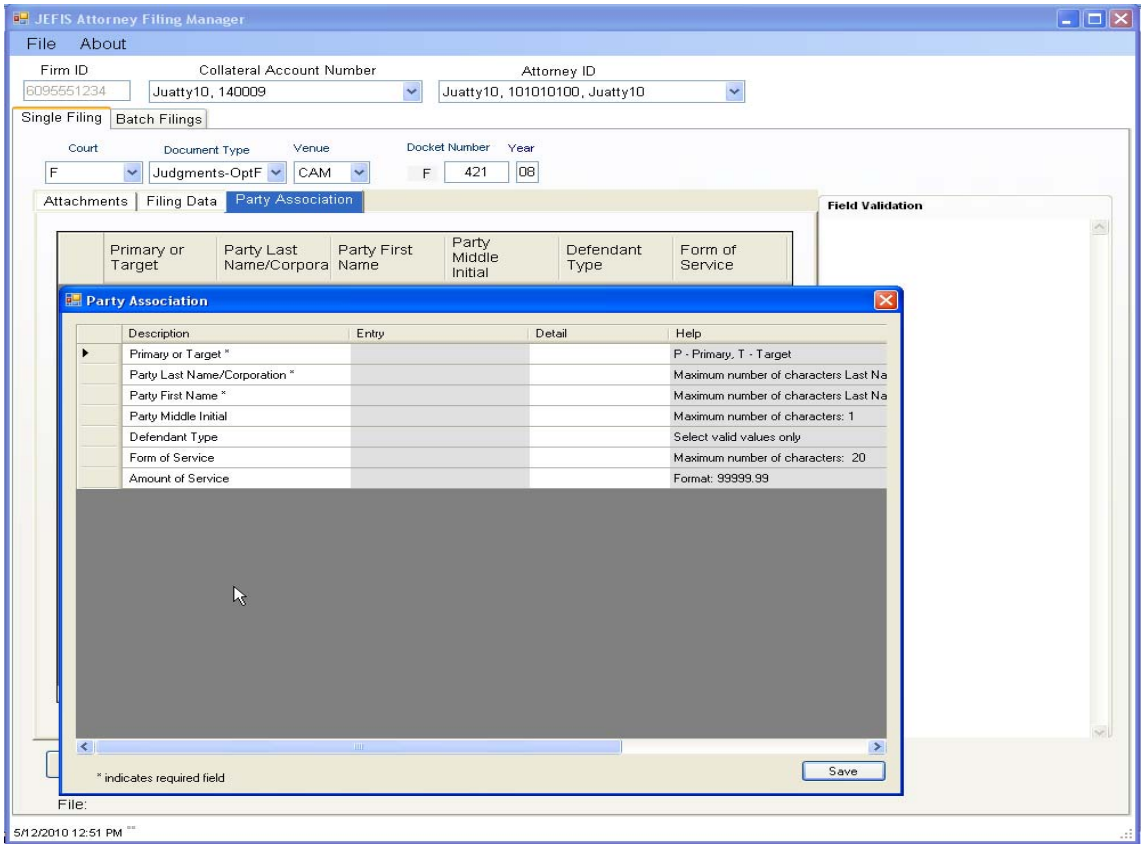
Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for '**Type of Mortgage**' and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item in the table places the code the table assigns the '**Type of Mortgage' Detail** field to the **Filing Data's** '**Type of Mortgage**' **Entry** field.

Continue to place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting valid field entries. Click an entry in the **Help** column to view the entry's full text in the **Field Validation** section of the screen.

Please review the APPENDIX A for further detail regarding Judgment-OptF data entry fields.

JEFIS Attorney Filing Manager



When filing a foreclosure document, click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab, please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

NOTE: The *APPENDIX A* contains a list of each Document Type and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

Filing Motion or Motion-OF(Office of Foreclosure)

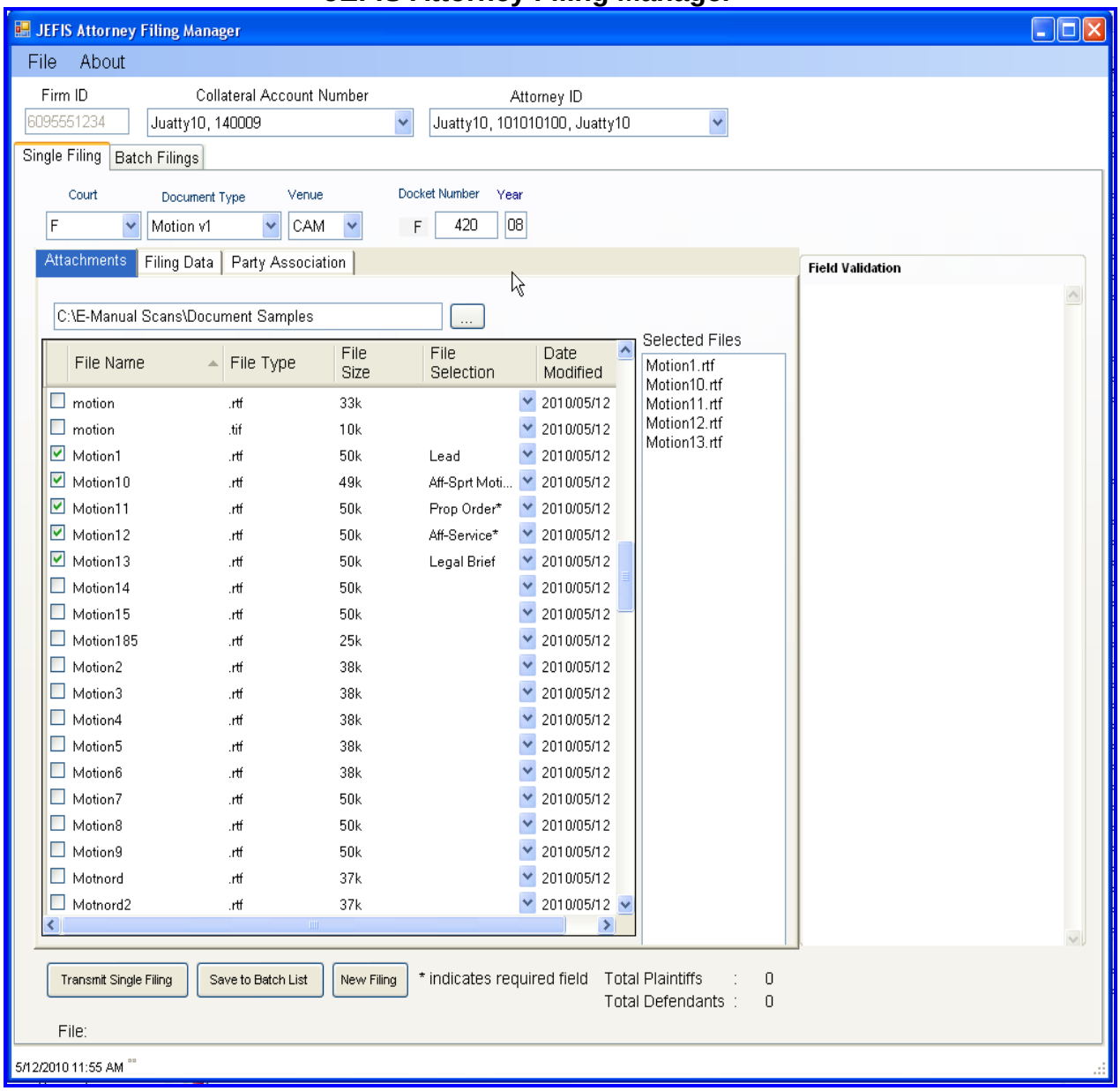
To file **Motion or Motion-OF (Motion - Office of Foreclosure)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

- Select the collateral account number and attorney id for the specific motion being filed.
- The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on settings.
- Select the court as "F" for Foreclosure and document type as "Motion" / "Motion-OF" based upon the type of motion, venue based upon the location of the property for the document and enter the docket number for the case.
- The JEFIS Attorney Filing Manager displays options for you to select the court, document type and venue.
- The JEFIS Attorney Filing Manager validates the format to check if a valid docket entry is made and displays available selections.
- Next, select the required supporting documents from the default work directory folder. A different folder may be selected if required using the browse button (….).
- The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.
- Select a 'Lead' document by clicking the check box to the left of the file name and clicking from the **File Selection** column's dropdown for that specific row from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Documents marked with an asterisk in the **File Selection** dropdown box are mandatory to file a motion. Files are displayed based on the order of selection with an option to assign a document type for each selected file.
- Following documents types are available for filing **Motion / Motion-OF** :

  a. Notice of motion (is the lead document for **Motion/Motion-OF**) *
  b. Certification in support of motion *
  c. Proposed form of order *
  d. Certification of service *
  e. Exhibit A
  f. Exhibit B
  g. Exhibit C
  h. Exhibit D
  i. Exhibit E
  j. Exhibit

You can select multiple documents with a document type of **Exhibit**. All those marked with '*' are required documents.

JEFIS Attorney Filing Manager



Document types filed as "**Exhibit**" are stored alphabetically example: if you files 3 documents with a document type of "**Exhibit**" they are stored as Exhibit F, Exhibit G and Exhibit H.

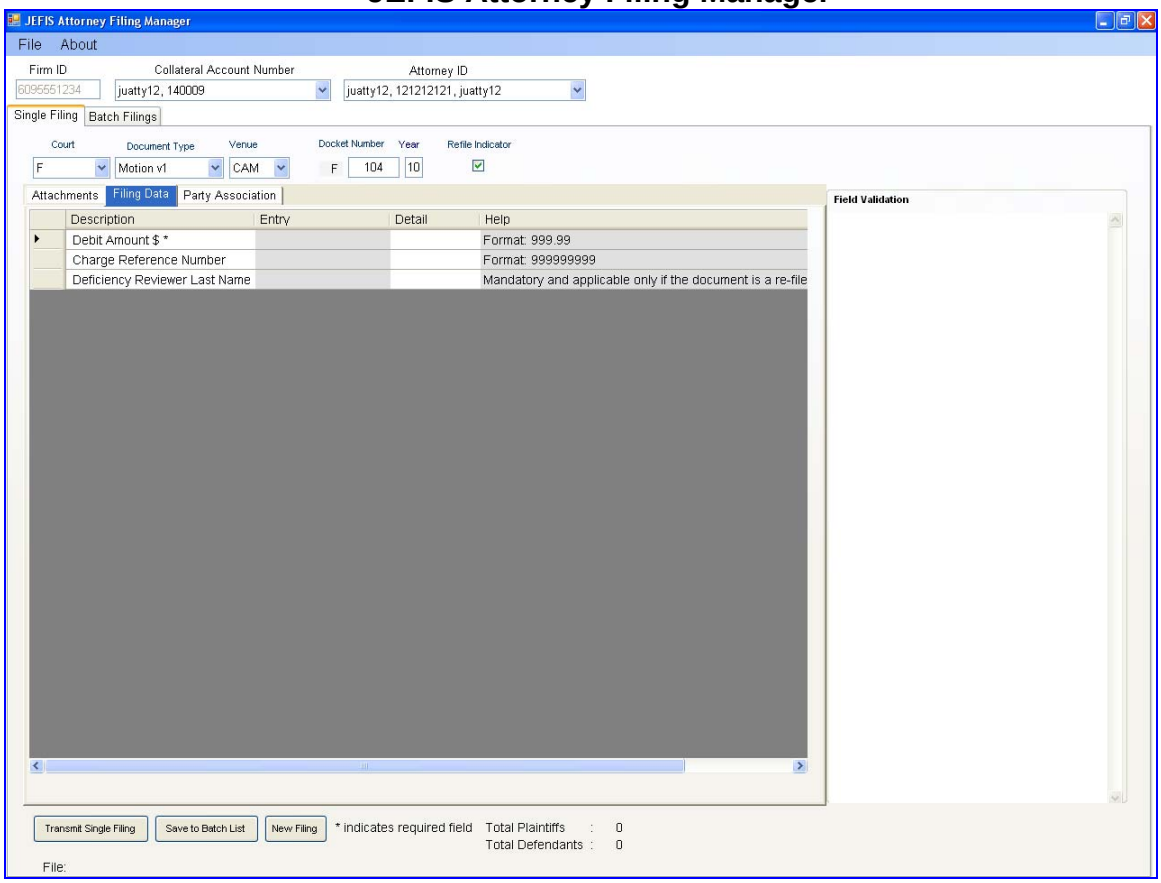
"Notice of motion" is the lead document for the motion / motion-of package and only one Lead document can exist for each package that is filed.

Document types are mandatory for all the selected files and documents marked with an asterisk are mandatory to file a motion / motion-of package. Assign a document type for all the selected files.

Selected file(s) are displayed based on the order of selection.

Click on **"Filing Data"** tab.

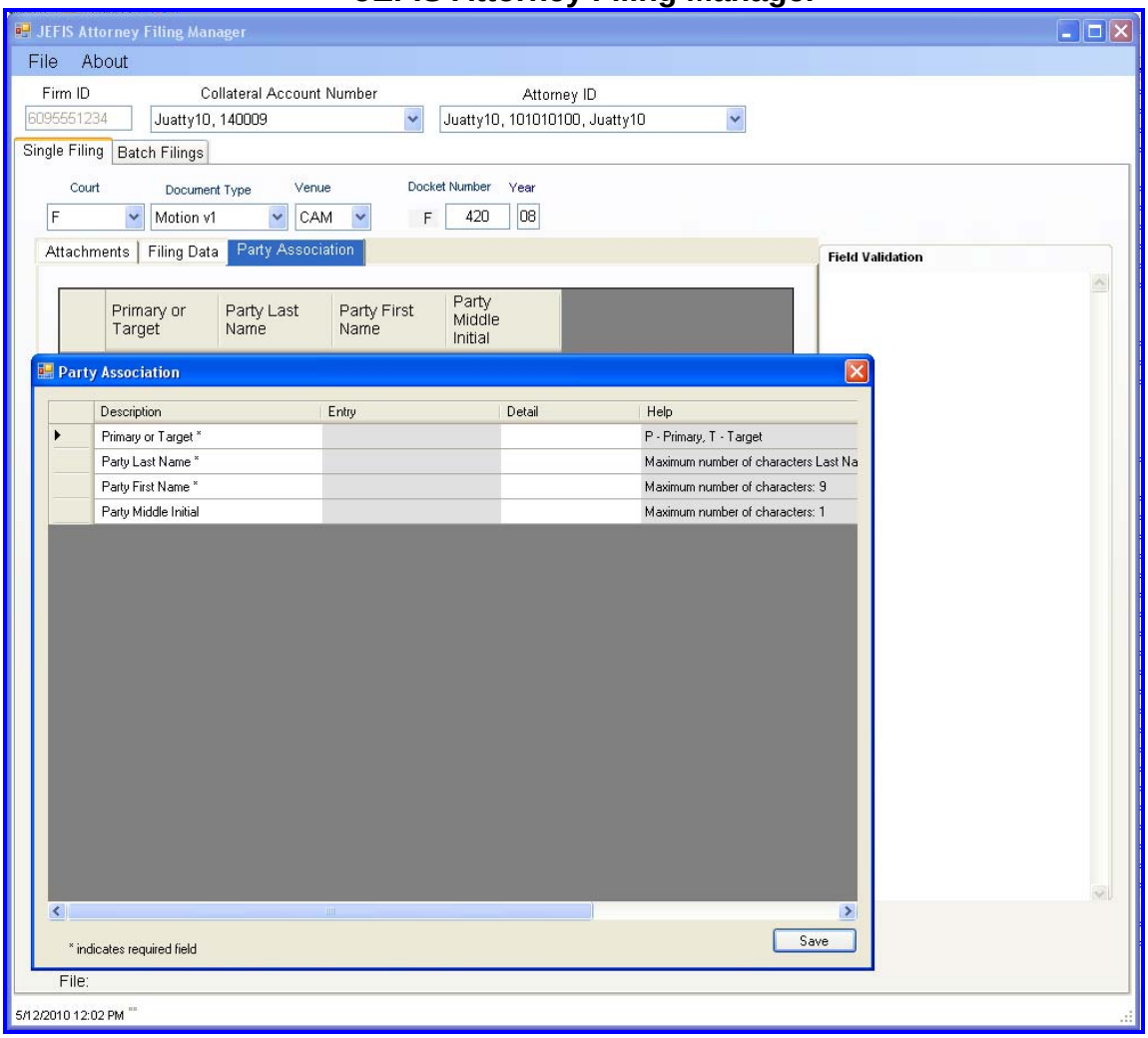
JEFIS Attorney Filing Manager



The JEFIS Attorney Filing Manager displays the additional data entry fields for the **Motion or Motion-OF** related information, where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column. Please review the APPENDIX A for further detail regarding **Motion or Motion-OF** data entry fields.

.

JEFIS Attorney Filing Manager



When filing a foreclosure document, click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab, please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Motion-Surp-Fun (Motion for Surplus Funds)

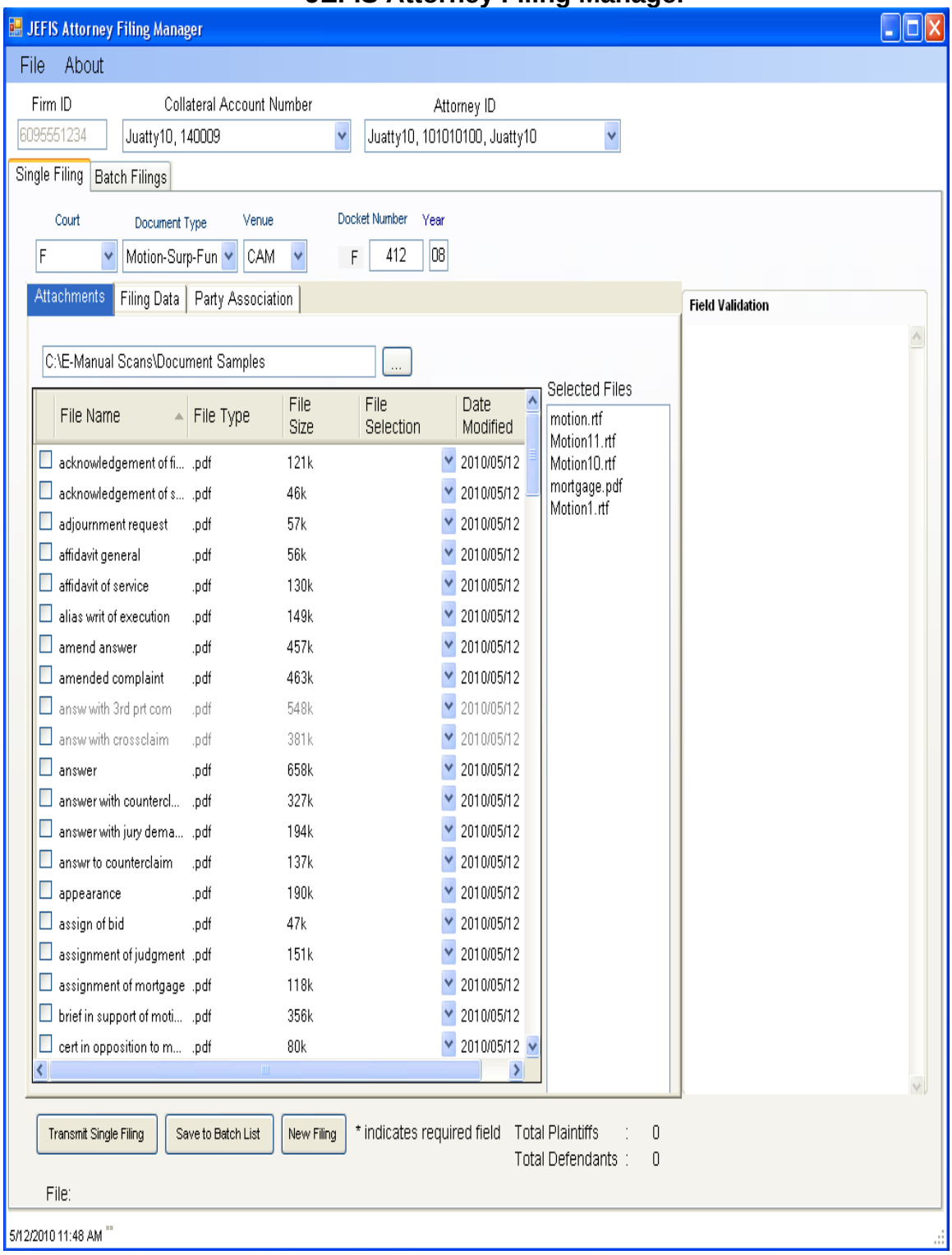
To file ***Motion-Surp-Fun (Motion for Surplus Funds)***, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

- Select the collateral account number and attorney id for the specific motion being filed.
- The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on your settings.
- Select the court as "F" for Foreclosure and document type as "***Motion-Surp-Fun***" based upon the type of motion, venue based upon the location of the property for the document and enter the docket number for the case.
- The JEFIS Attorney Filing Manager displays options for you to select the court, document type and venue.
- The JEFIS Attorney Filing Manager validates the format to check if a valid docket entry is made and displays your selections.
- Please select the required supporting documents from the default work directory folder. A different folder may be selected if required using the browse button (….).
- The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.
- Select a 'Lead' document by clicking the check box to the left of the file name and clicking from the **File Selection** column's dropdown for that specific row from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Documents marked with an asterisk in the **File Selection** dropdown box are mandatory to file a Motion for Surplus Funds. Files are displayed based on the order of selection with an option to assign a document type for each selected file.
- Following documents types are available for filing ***Motion-Surp-Fun***:

  a. Notice of motion (is the lead document for **Motion-Surp-Fun**) *
  b. Certification in support of motion *
  c. Proposed form of order *
  d. Certification of service *
  e. Exhibit A
  f. Exhibit B
  g. Exhibit C
  h. Exhibit D
  i. Exhibit E
  j. Exhibit

You can select multiple documents with a document type of **Exhibit.** Documents showing '*' are required.

JEFIS Attorney Filing Manager

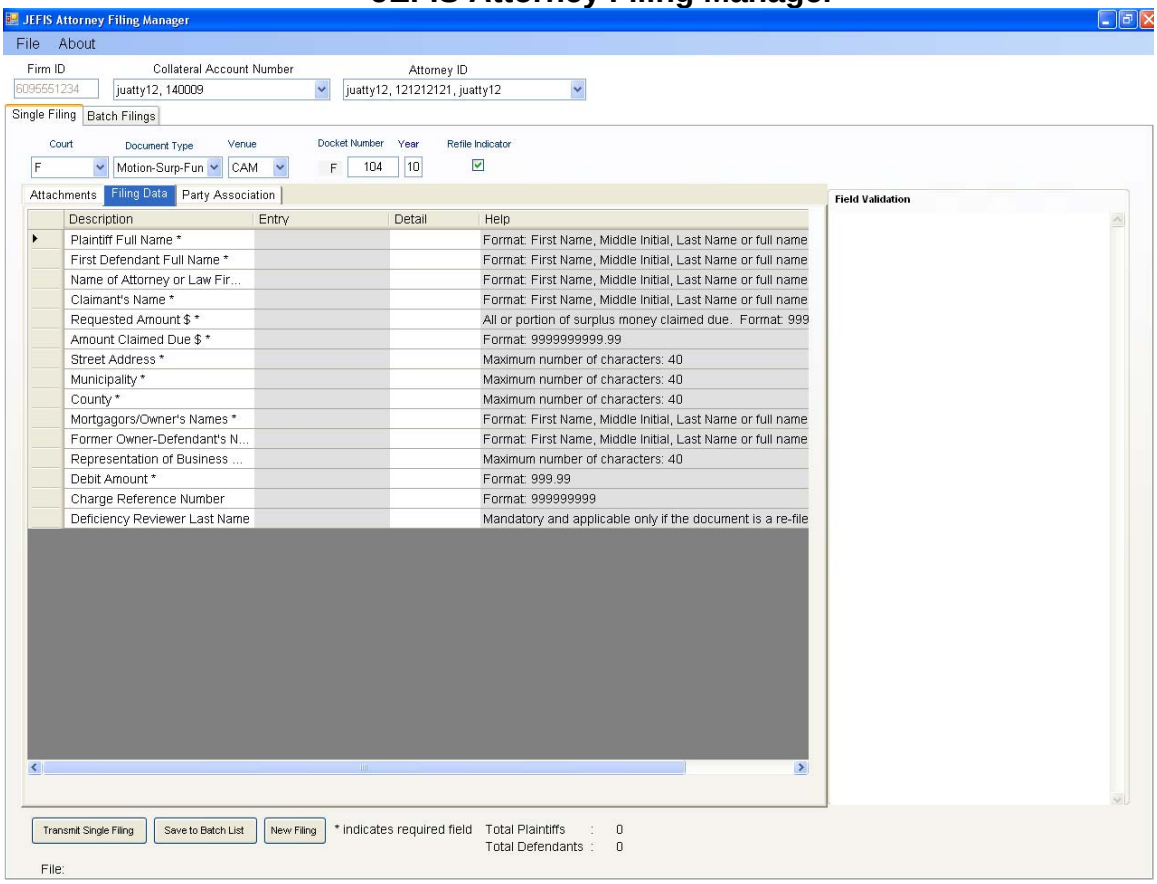


Document types are mandatory for all the selected files and documents marked with an asterisk are mandatory to file a **Motion-Surp-Funds v1**. Be sure to assign a document type for all the selected files.

Selected file(s) are displayed based on the order of selection.

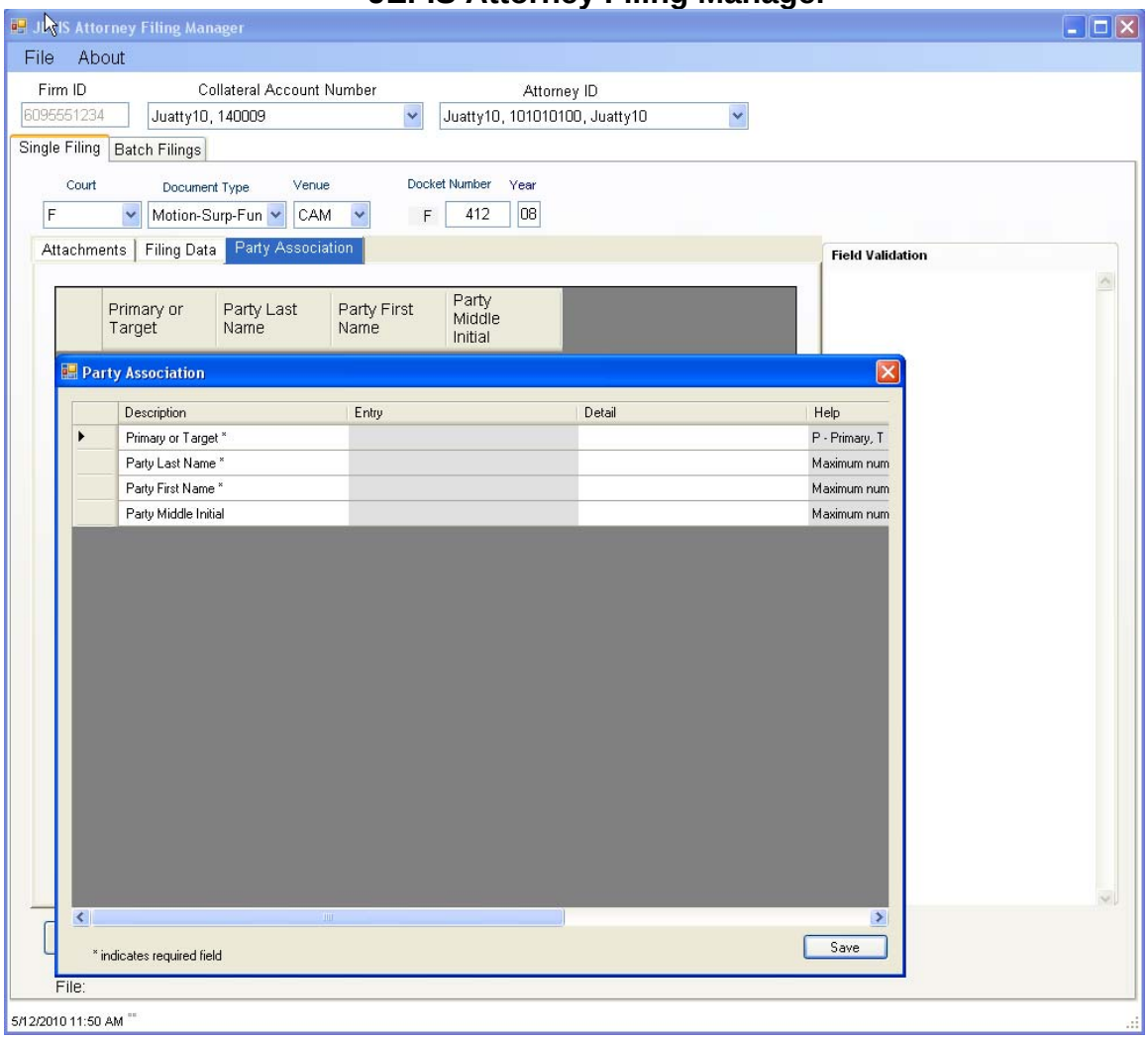
click on "**Filing Data**" tab.

JEFIS Attorney Filing Manager



NOTE: The *APPENDIX A* contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

JEFIS Attorney Filing Manager



When filing a foreclosure document, click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab, refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

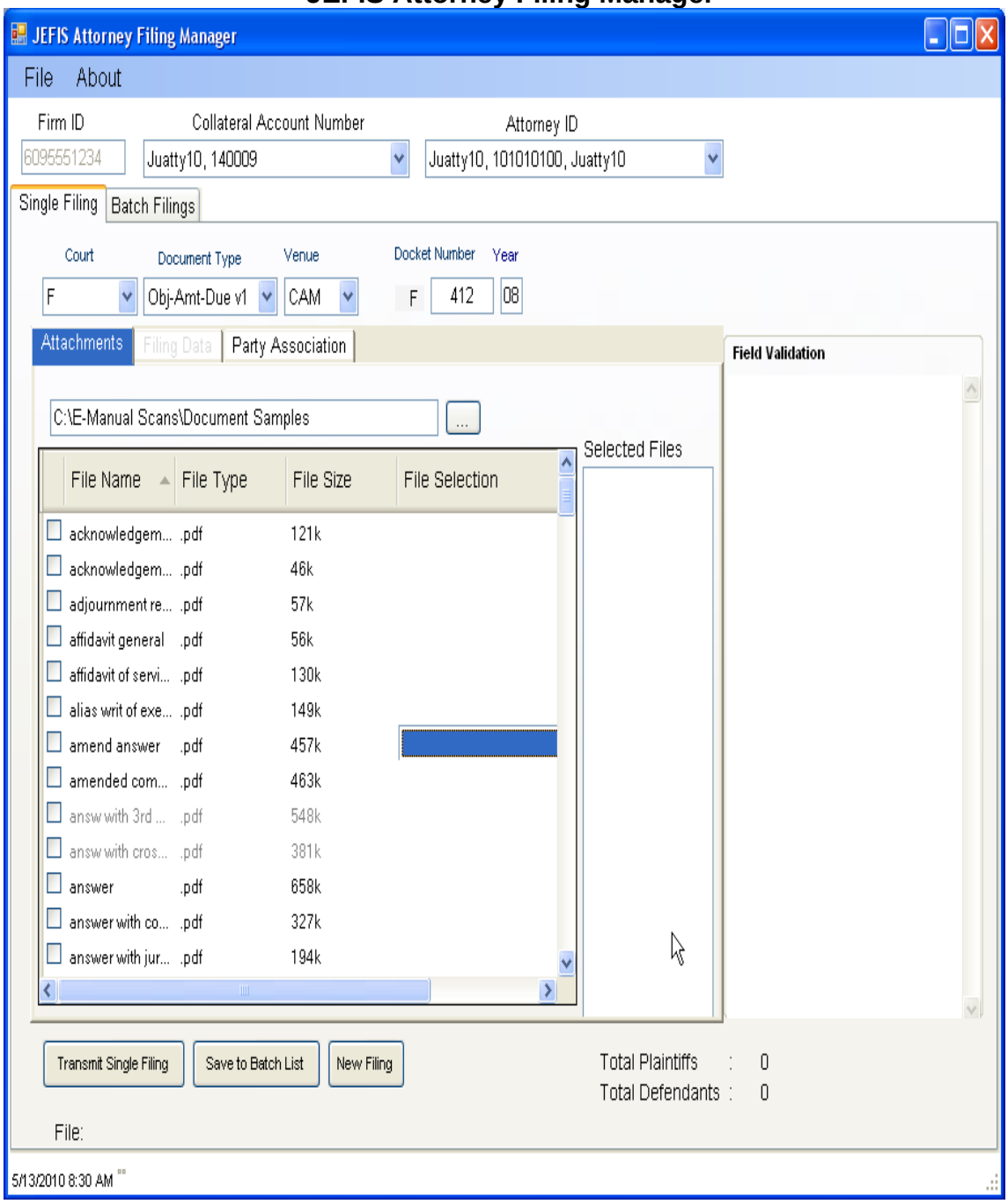
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Obj-Amt-Due (Objection to Amount Due)

To file an **Obj-Amt-Due (Objection to Amount Due)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

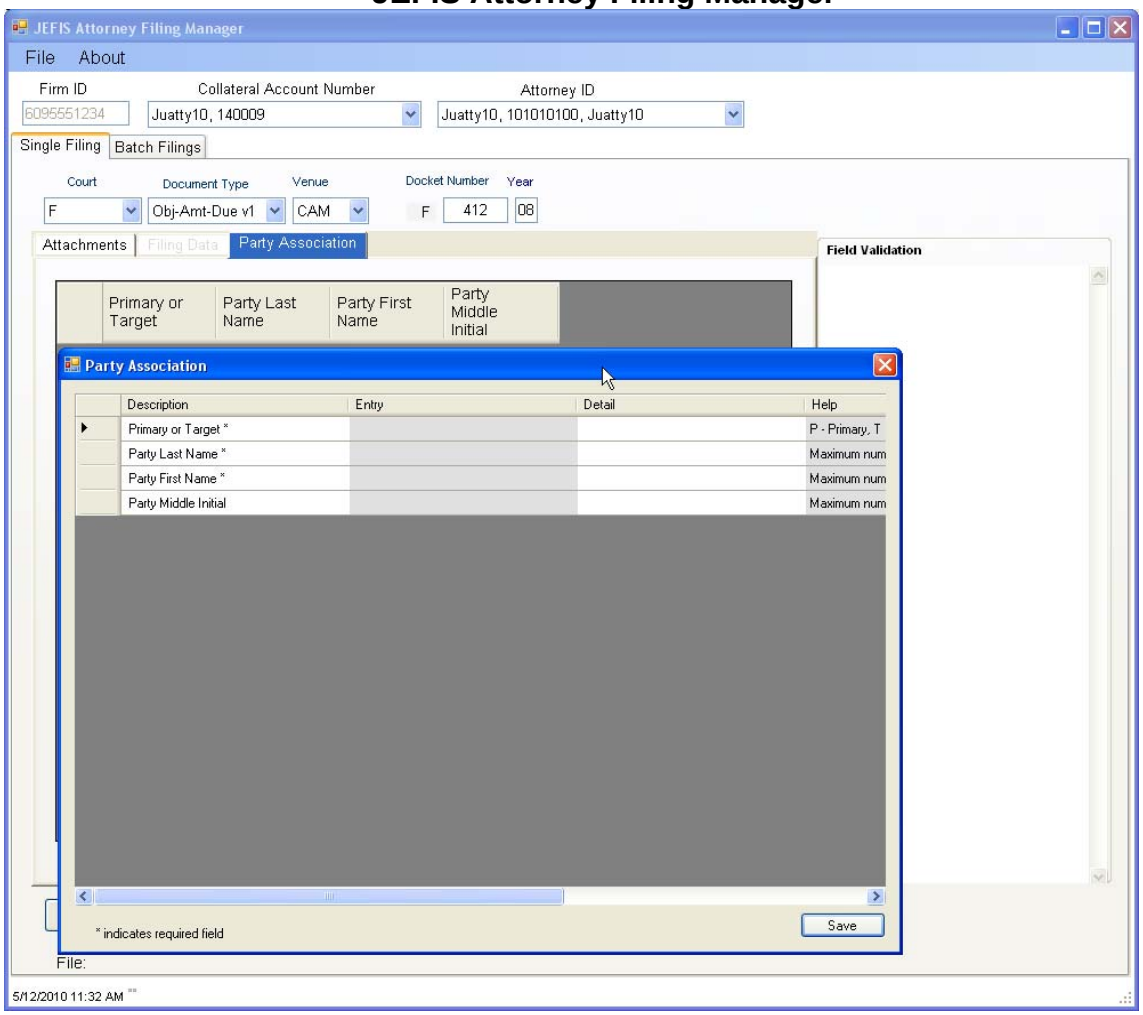
1. Select the collateral account number and attorney id for the specific **Obj-Amt-Due** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Select the court as "F" for Foreclosure and document type as "**Obj-Amt-Due**".
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Select the required supporting documents for **Obj-Amt-Due** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Select a 'Lead' document by clicking the check box to the left of the file name and clicking from the **File Selection** column's dropdown for that specific row from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. Indicate if it is a **Lead** document or **Exhibit**. Only one **Lead** document can exist for each **Obj-Amt-Due** that is filed but as many **Exhibits** as needed may be selected. Files are displayed based on the order of selection with an option to assign a document type for each selected file.

JEFIS Attorney Filing Manager



When filing a foreclosure document, click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

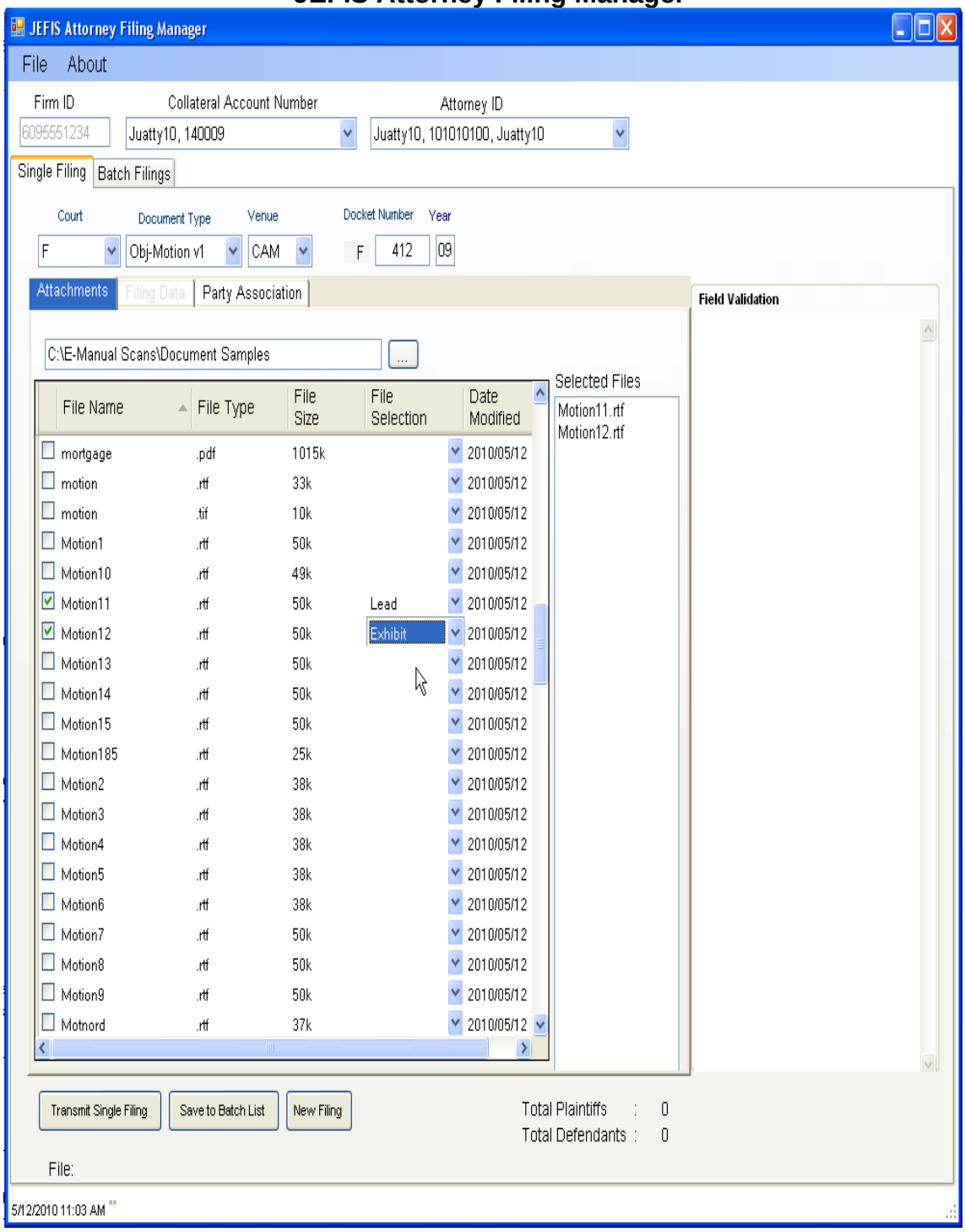
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Obj-Motion (Objection to Motion)

To file an **Obj-Motion (Objection to Motion)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

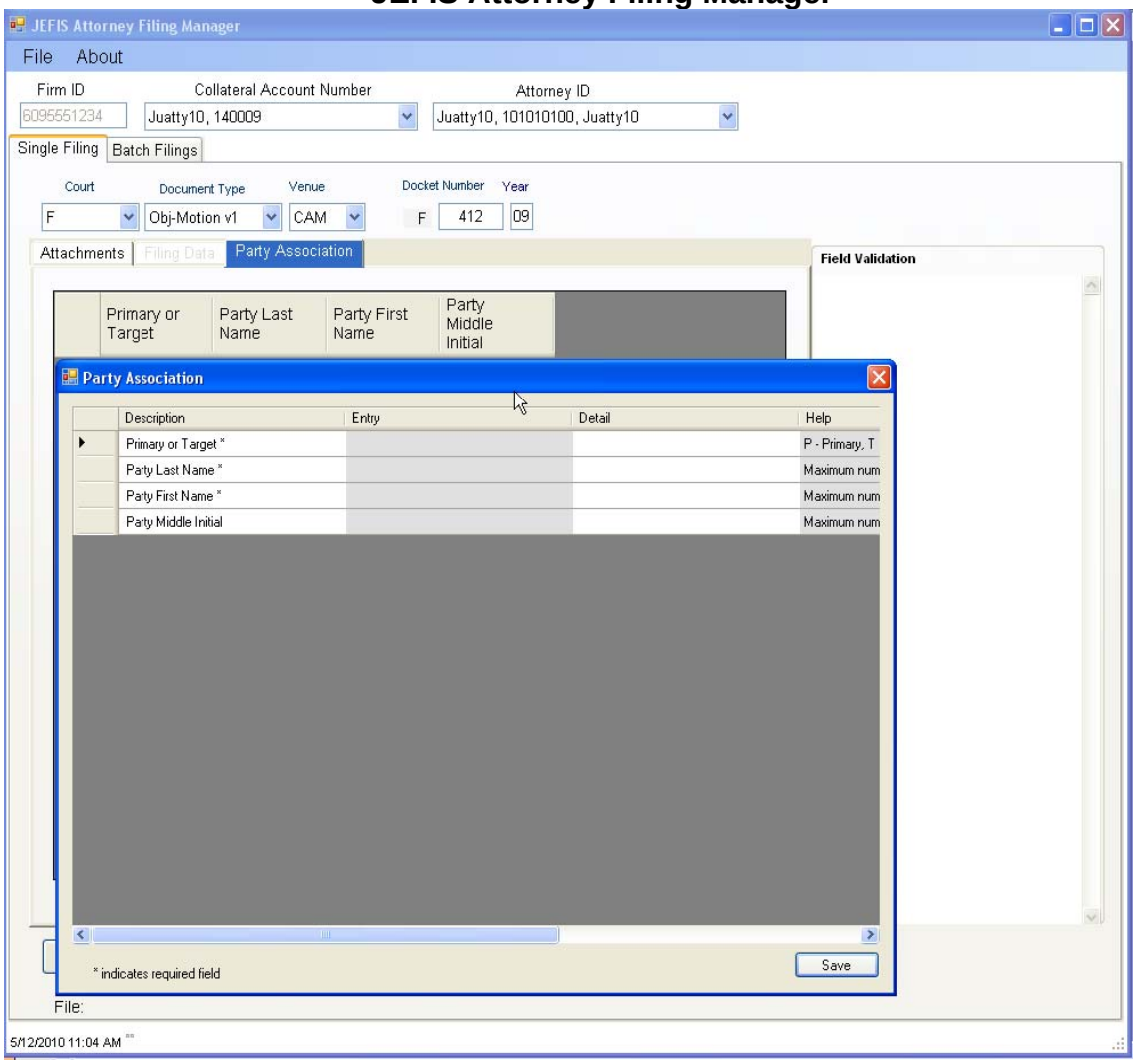
1. Select the collateral account number and attorney id for the specific **Obj-Motion** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Select the court as “F” for Foreclosure and document type as “**Obj-Motion**”,
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Next, select the required supporting documents for **Obj-Motion** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Select the **Obj-Motion** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **lead** document can exist for each **Obj-Motion** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab, please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

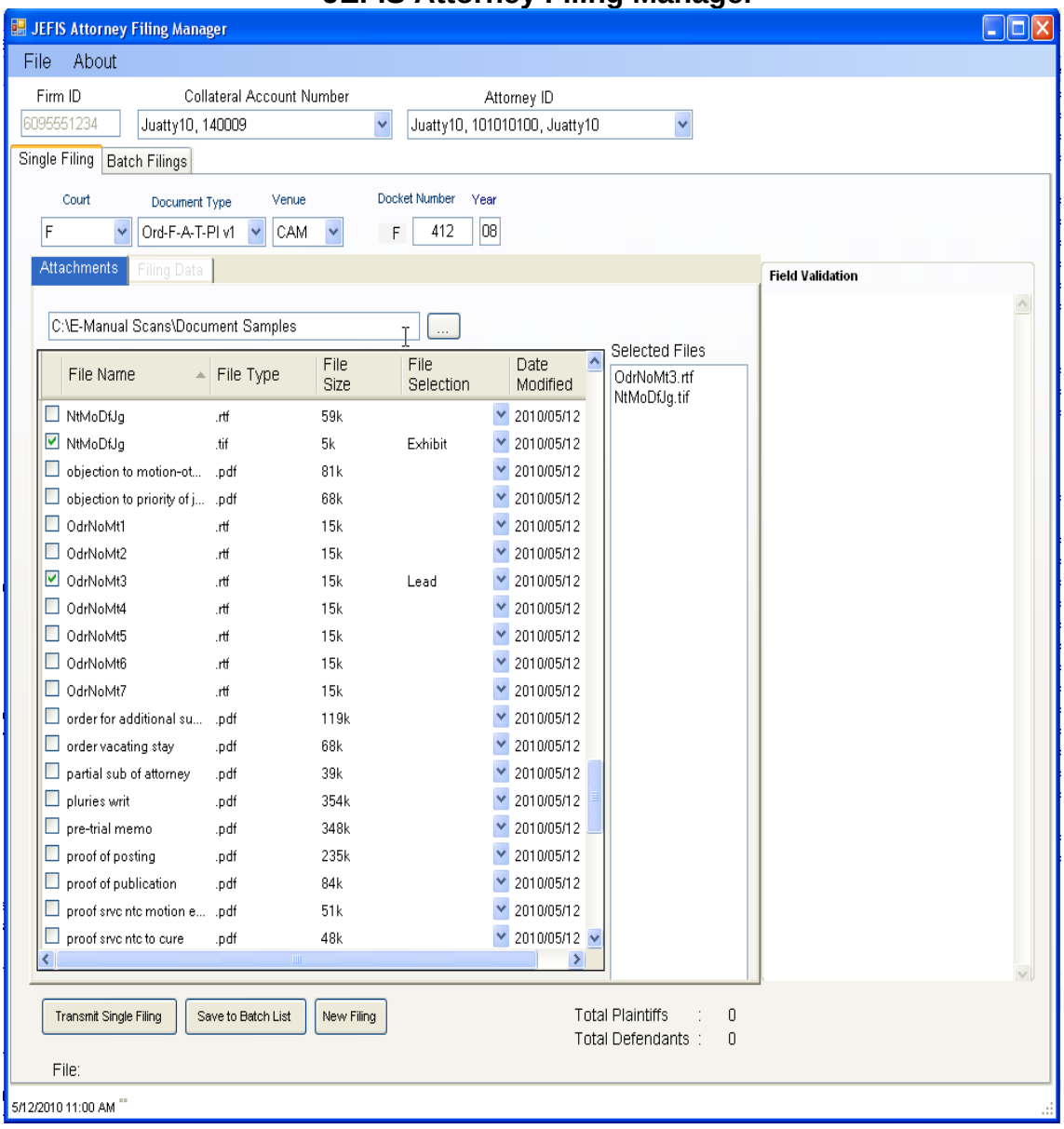
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Ord-F-A-T-Pl (Order Fixing Amount Time and Place)

To file an **Ord-F-A-T-Pl (Order Fixing Amount Time and Place)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Select the collateral account number and attorney id for the specific Ord-F-A-T-Pl being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “Ord-F-A-T-Pl”.
5. Enter the venue based upon the location of the property
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Ord-F-A-T-Pl from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the Attachments tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Ord-F-A-T-PI** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **lead** document can exist for each **Ord-F-A-T-PI** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

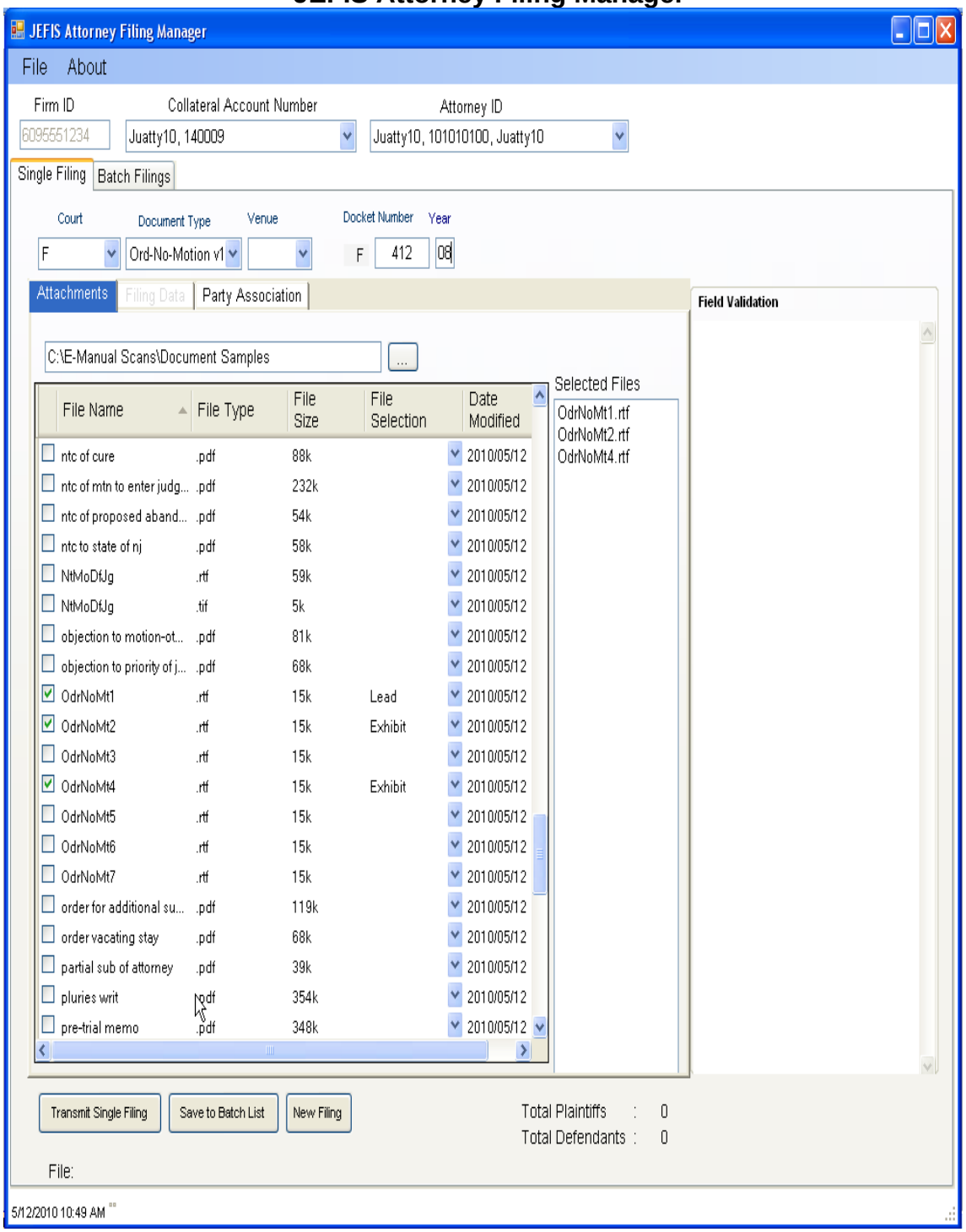
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Ord-No-Motion (Orders No Motion)

To file an **Ord-No-Motion (Orders No Motion)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

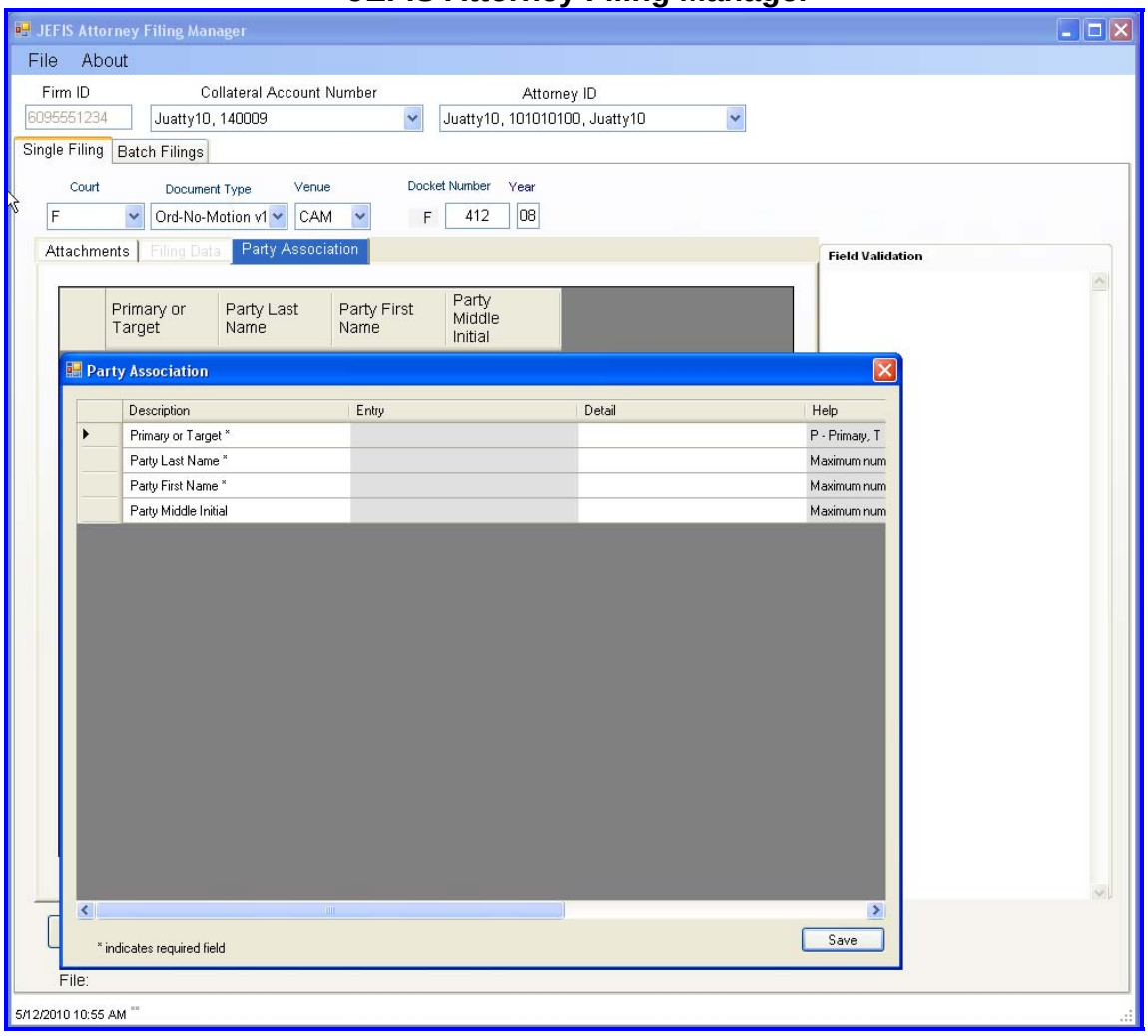
1. Please select the collateral account number and attorney id for the specific **Ord-No-Motion** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Ord-No-Motion**”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Ord-No-Motion** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Ord-No-Motion** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **lead** document can exist for each **Ord-No-Motion** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

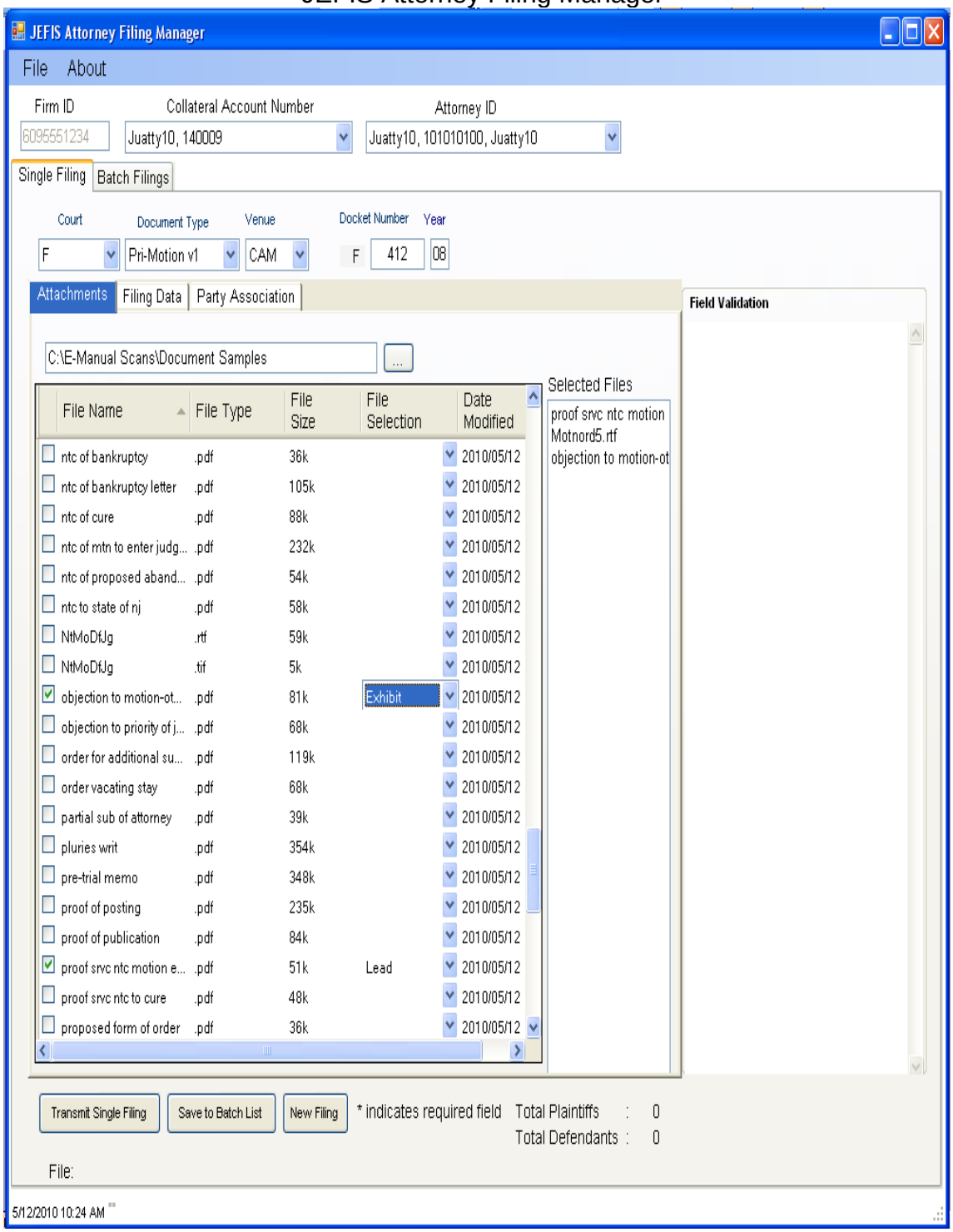
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Pri-Motion (Priority Motion Documents)

To file a **Pri-Motion (Priority Motion Documents)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific motion being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on Your settings.
3. Please select the court as “F” for Foreclosure and document type as “**Pri-Motion**” based upon the type of motion
4. Enter the venue based upon the location of the property for the document.
5. Enter the docket number for the case.
6. The JEFIS Attorney Filing Manager validates the format to check if a valid docket entry is made and displays selections.
7. Please select the required supporting documents from the default work directory folder. A different folder may be selected if required using the browse button (….).
8. The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder.

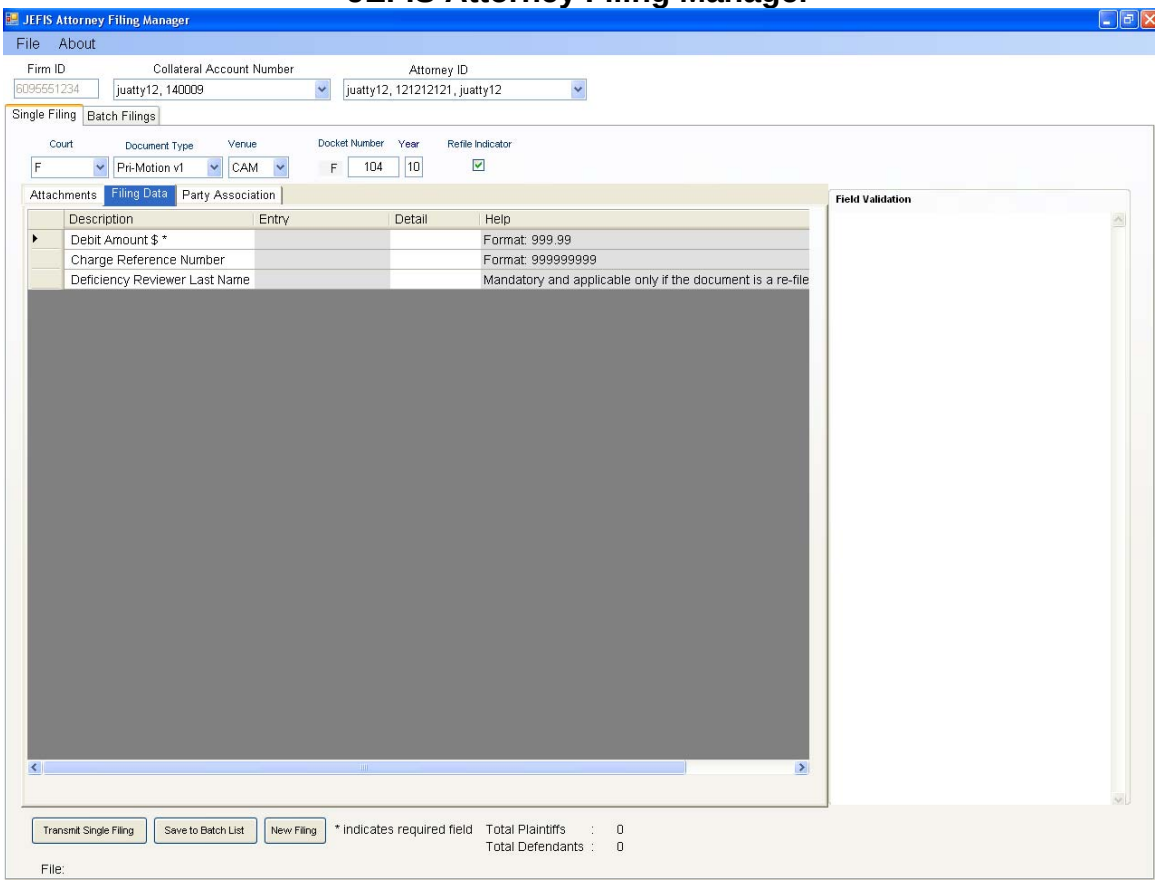
JEFIS Attorney Filing Manager



Please select the **Pri-Motion** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Pri-Motion** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

Please click on “Filing Data” tab.

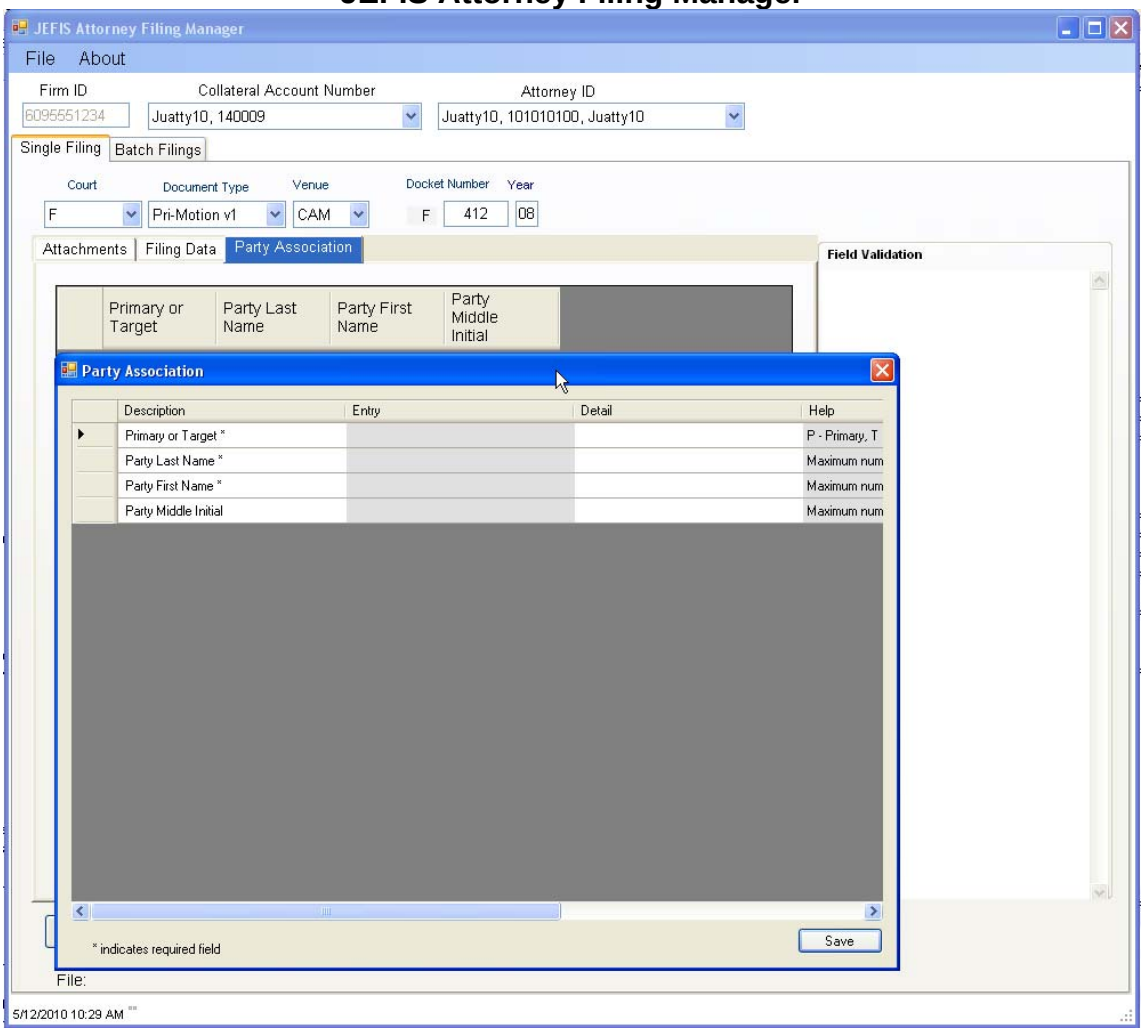
JEFIS Attorney Filing Manager



Please click on “**Filing Data**” tab. The JEFIS Attorney Filing Manager displays the following additional data entry fields for the **Pri-Motion** related information and where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

NOTE: The *APPENDIX A* contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

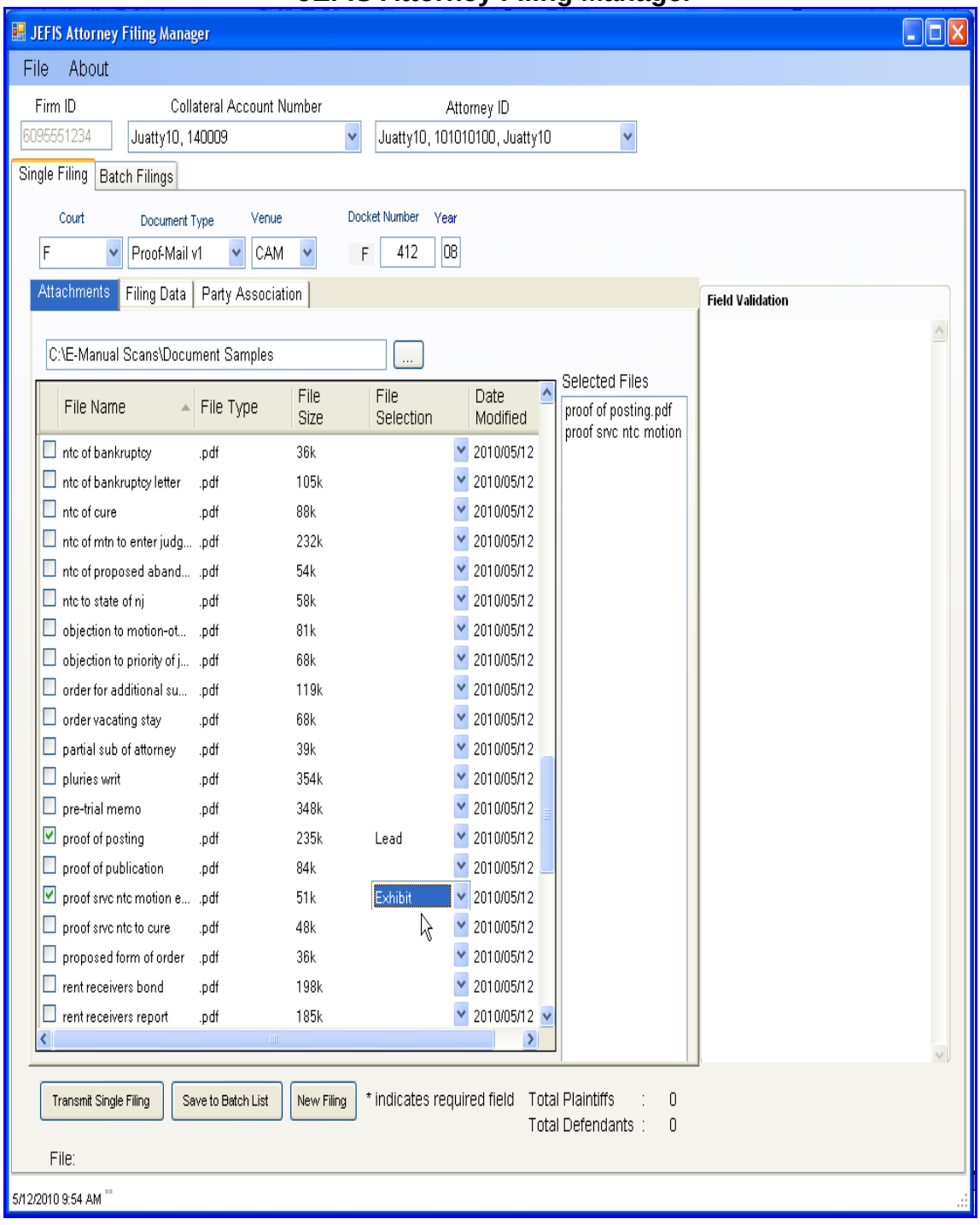
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Proof-Mail (Proof of Mailing)

To file a **Proof-Mail (Proof of Mailing)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

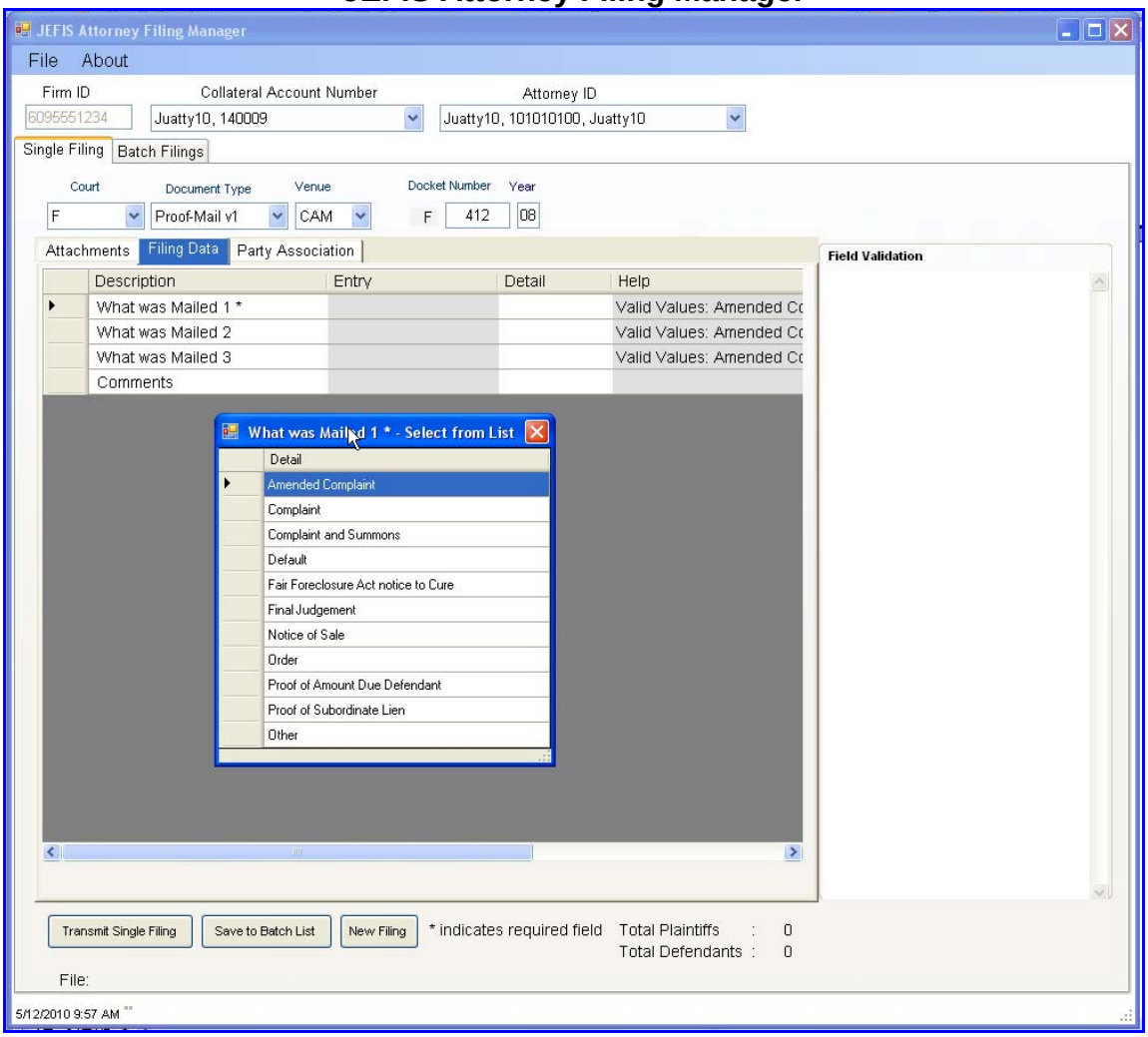
1. Please select the collateral account number and attorney id for the specific **Proof of Mailing** document(s) being submitted.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Proof-Mail**”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for Proof-Mail from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen. A different folder may be selected if required using the browse button (….).

JEFIS Attorney Filing Manager



Please select the **Proof-Mail** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Proof-Mail** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



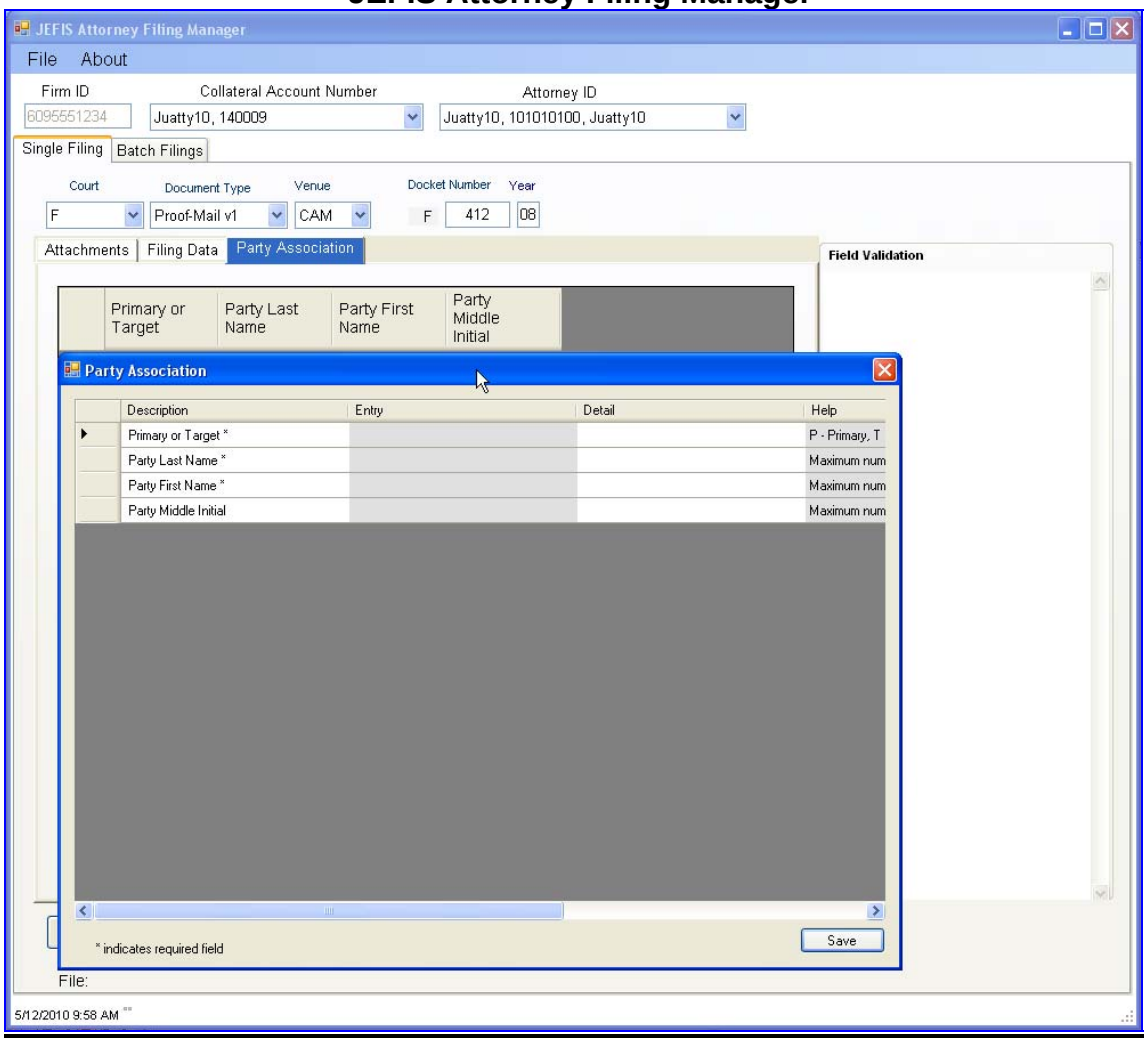
Please click on "**Filing Data**" tab. The JEFIS Attorney Filing Manager displays the following additional data entry fields for the **Proof-Mail** related information and where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for '**What was Mailed 1**' and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item in the table places the code the table assigns the '**What was Mailed 1' Detail** field to the **Filing Data's** '**What was Mailed 1**' **Entry** field.

NOTE: The *APPENDIX A* contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

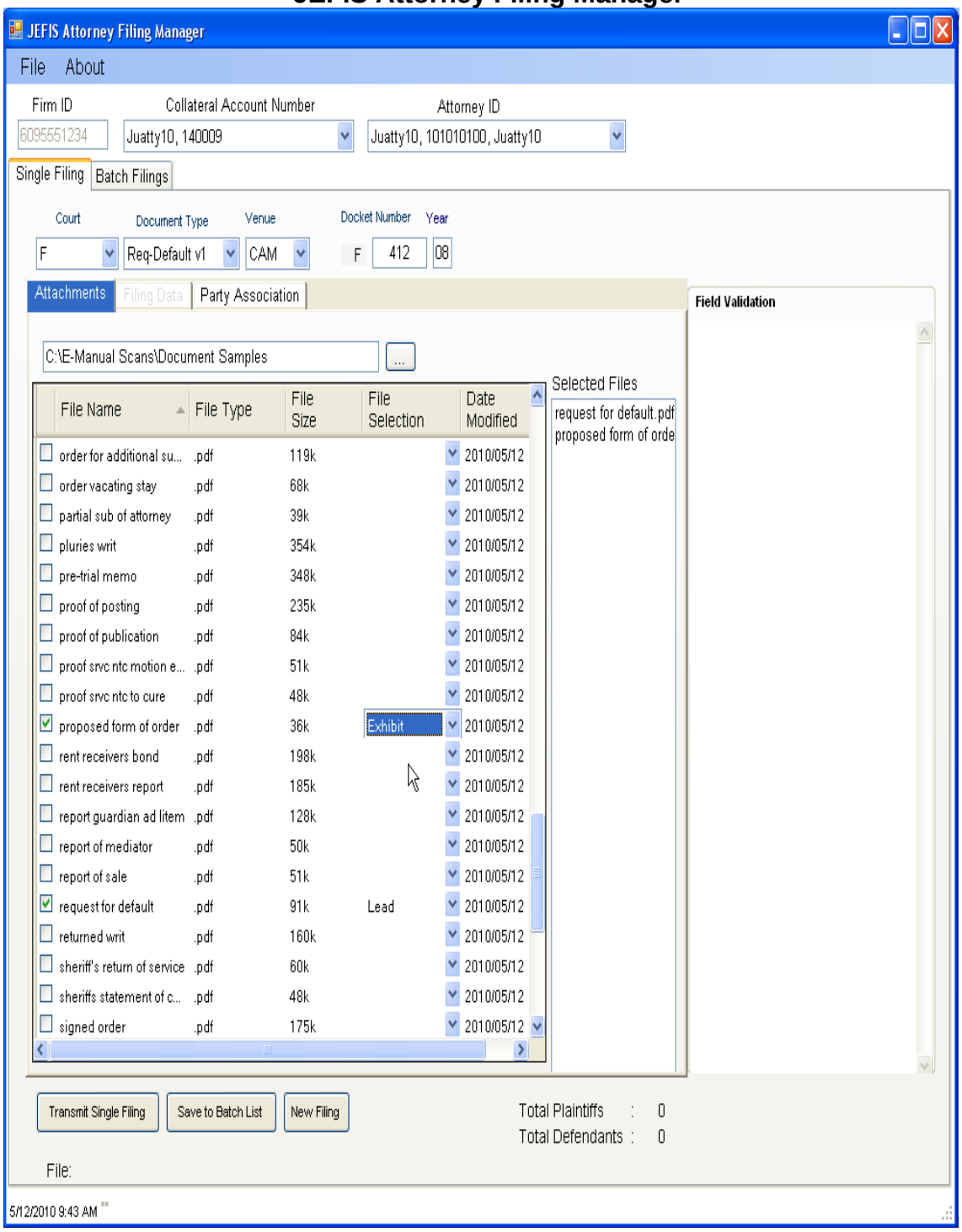
Filing Req-Default (Request for Default)

To file a **Req-Default (Request for Default)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific answer being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Req-Default**”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.

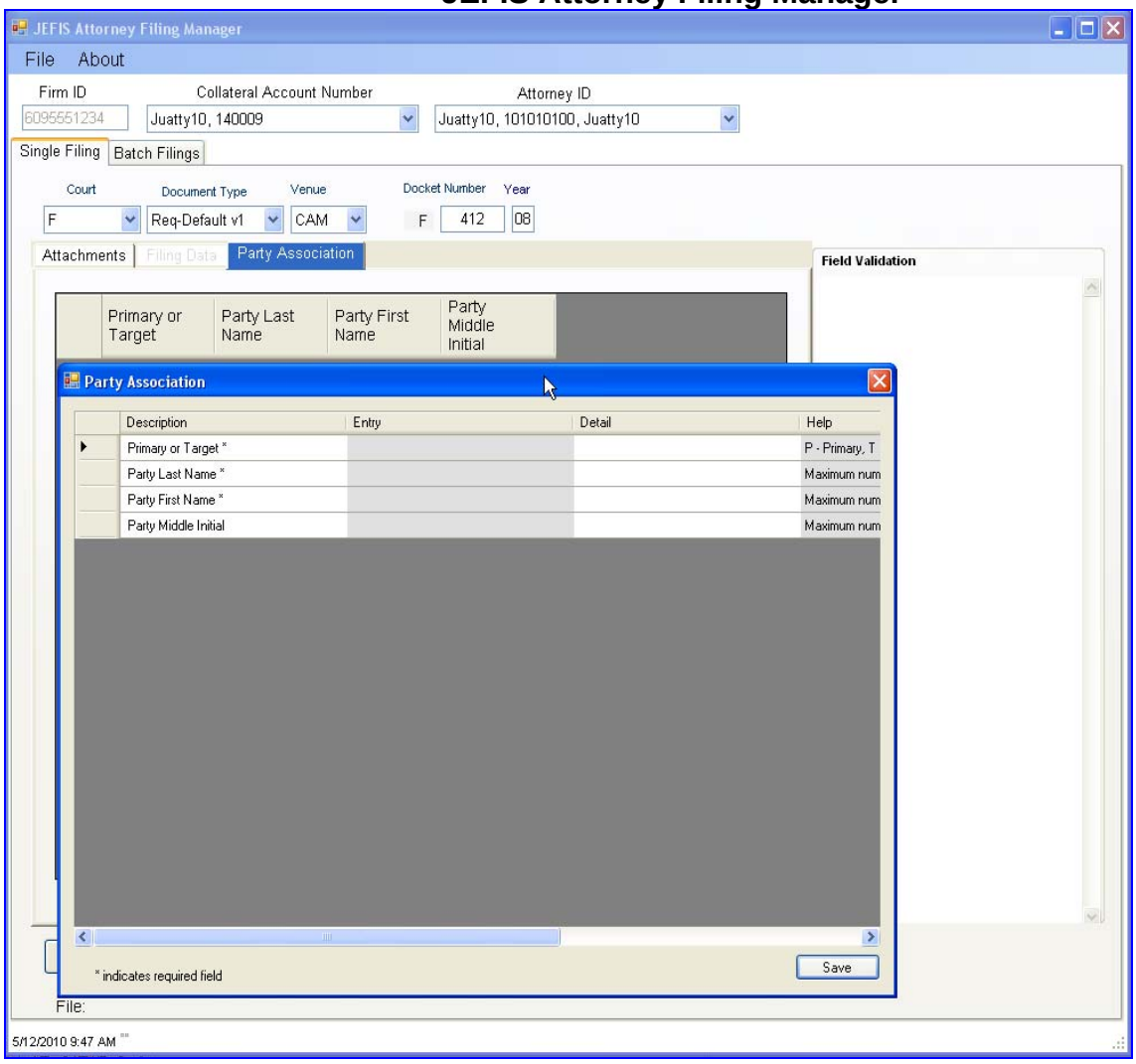
Please select the required supporting documents for **Req-Default** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required using the browse button

JEFIS Attorney Filing Manager



Please select the **Req-Default** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Req-Default** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

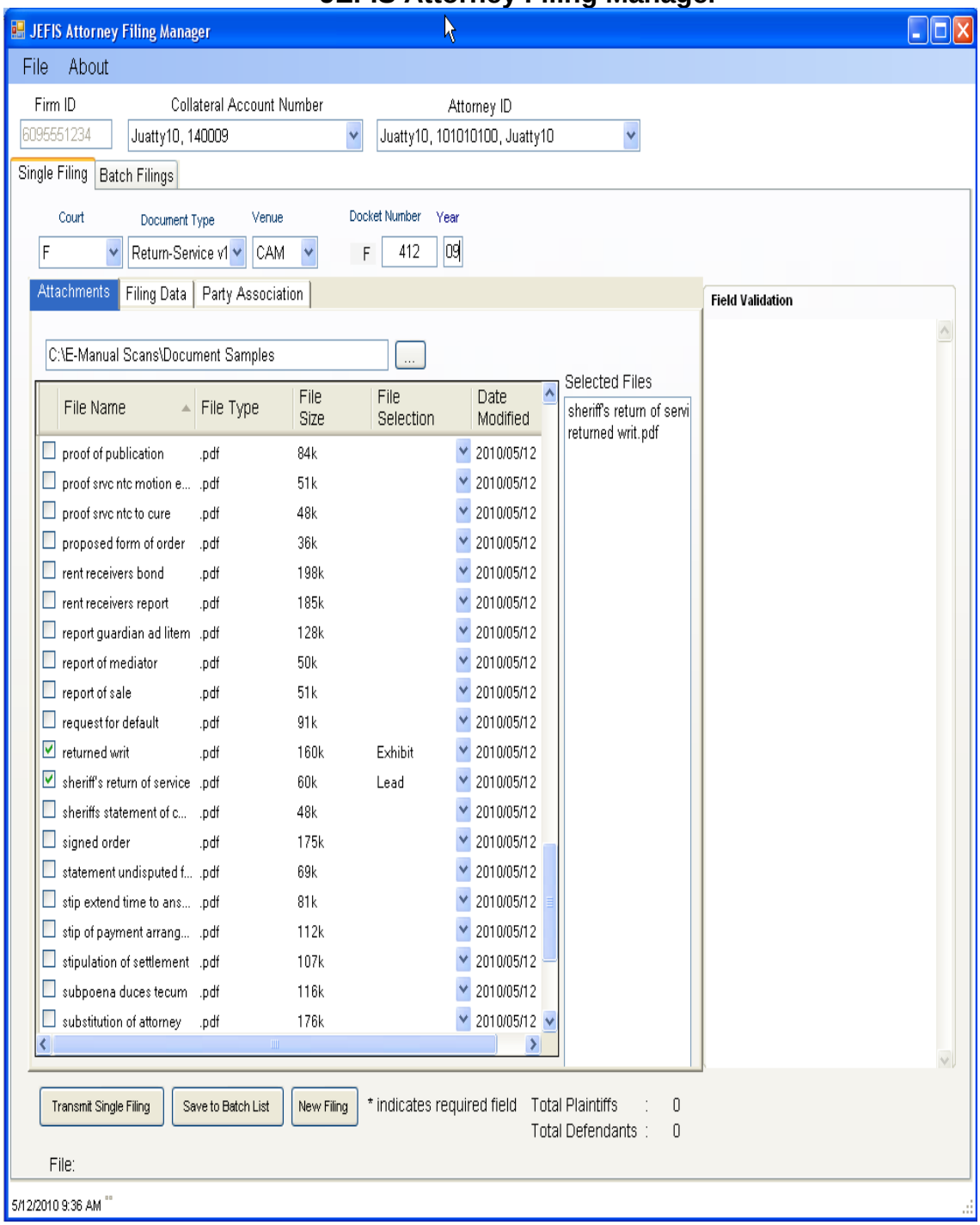
Filing Return-Service

To file a **Return-Service**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific Return-Service being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Return-Service**”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.

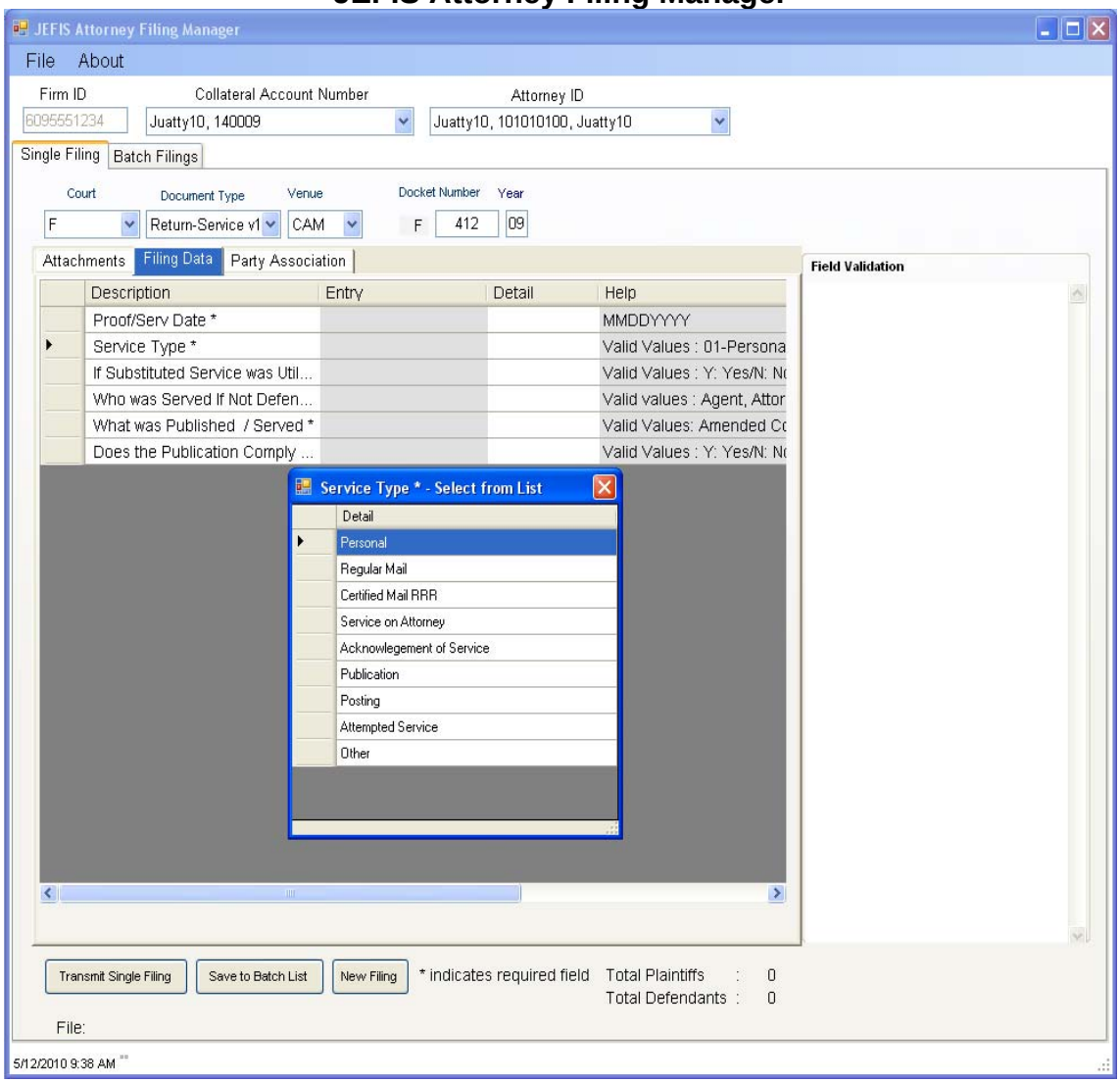
Please select the required supporting documents for Return-Service from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Return-Service** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Return-Service** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager

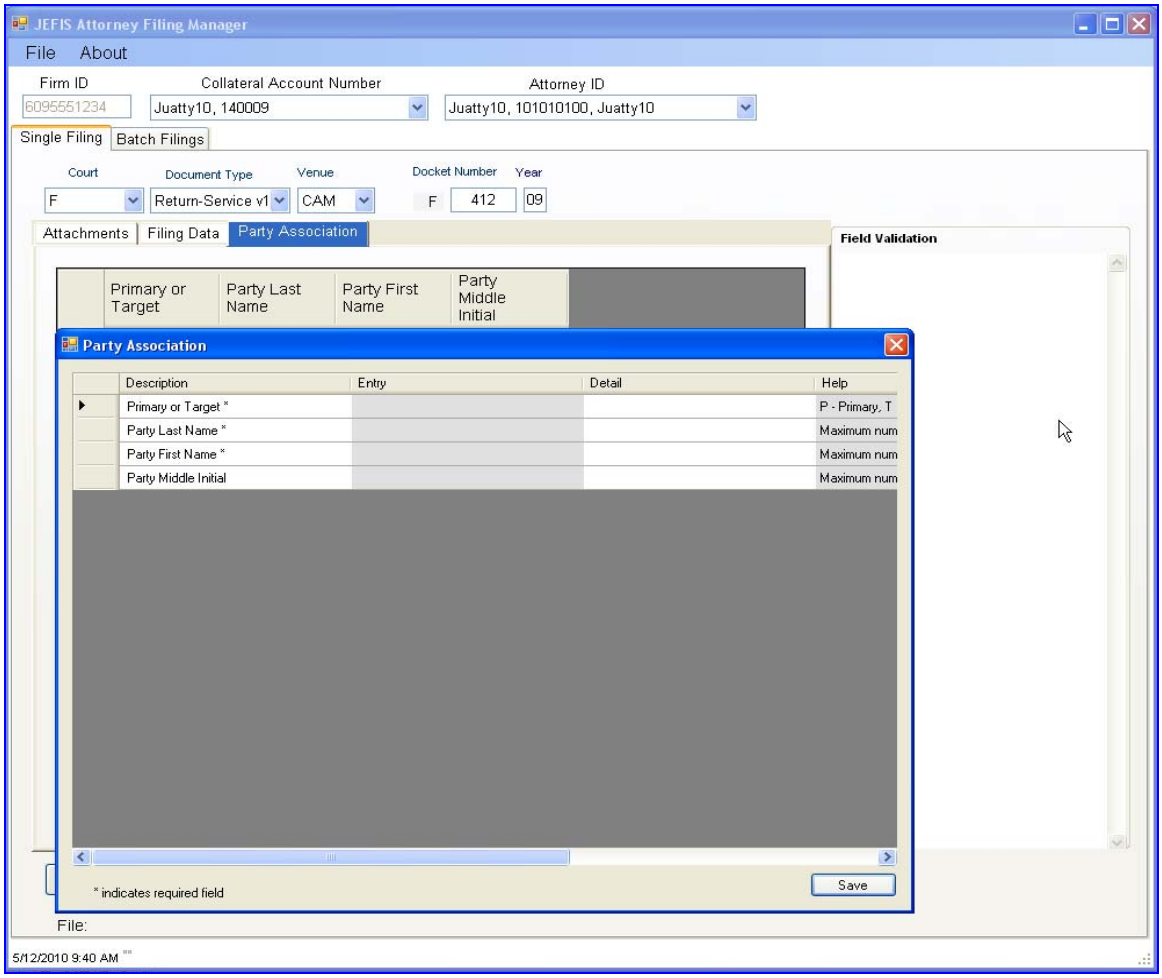


Please click on "**Filing Data**" tab. The JEFIS Attorney Filing Manager displays the following additional data entry fields for the Return-Service related information and

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for '**Service Type**' and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item in the table places the code the table assigns the '**Service Type' Detail** field to the **Filing Data's** '**Service Type**' **Entry** field.
NOTE: The *APPENDIX A* contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

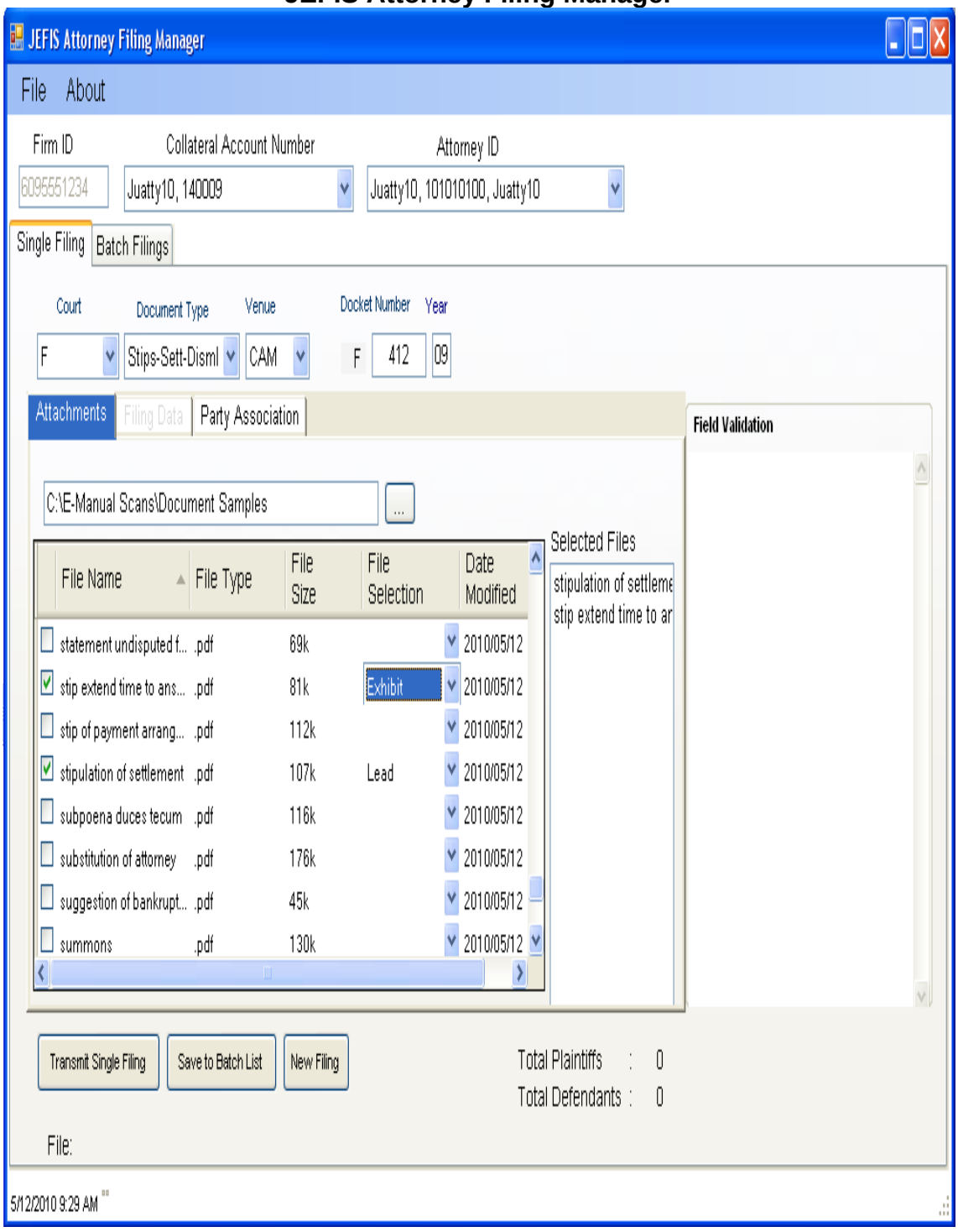
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Stips-Sett-Disml (Stipulation of Settlement Dismissal)

To file a **Stips-Sett-Disml (Stipulation of Settlement Dismissal**), start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

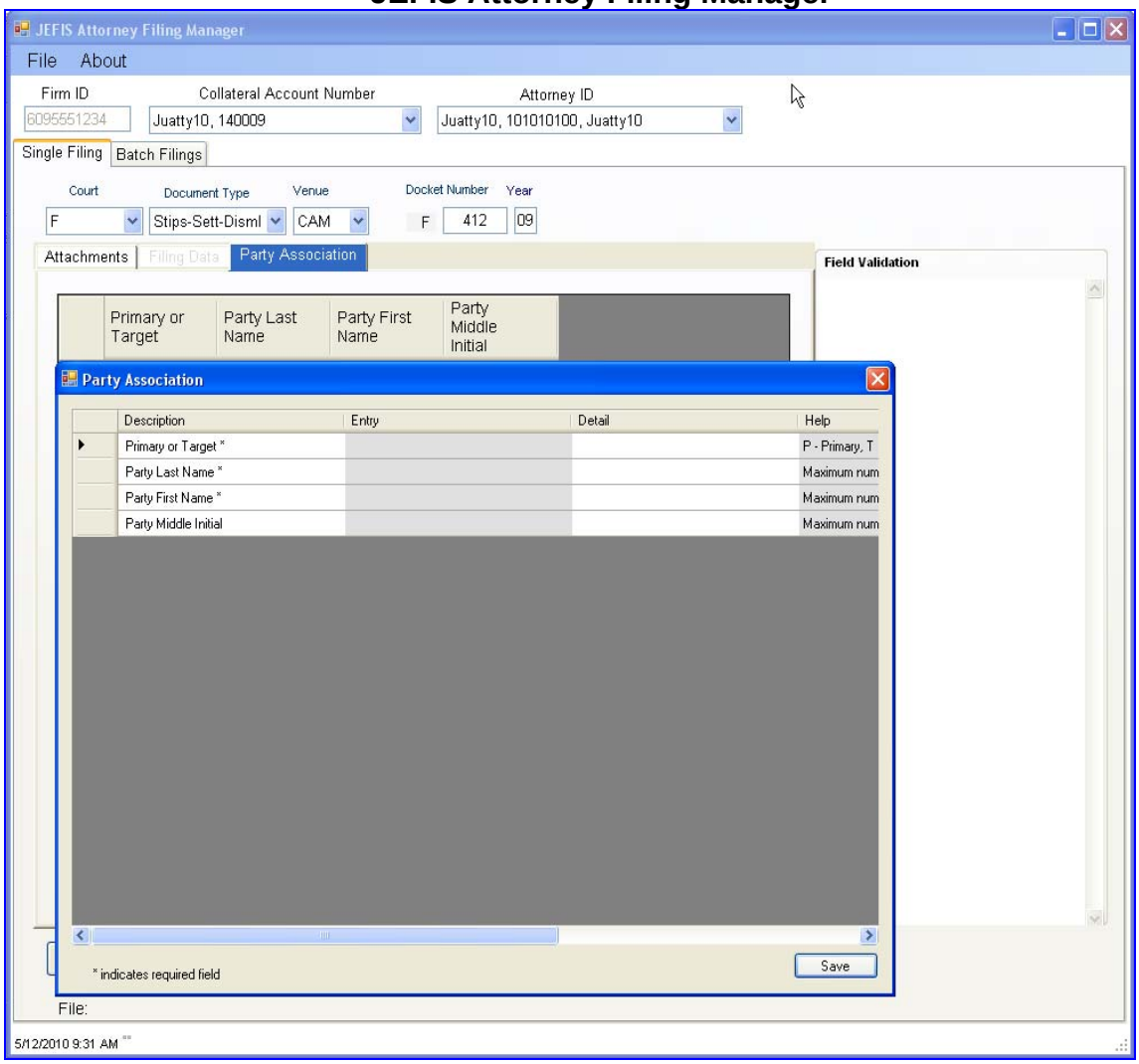
1. Please select the collateral account number and attorney id for the specific **Stips-Sett-Disml** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Stips-Sett-Disml**”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Stips-Sett-Disml** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Stips-Sett-Dismi** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Stips-Sett-Dismi** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

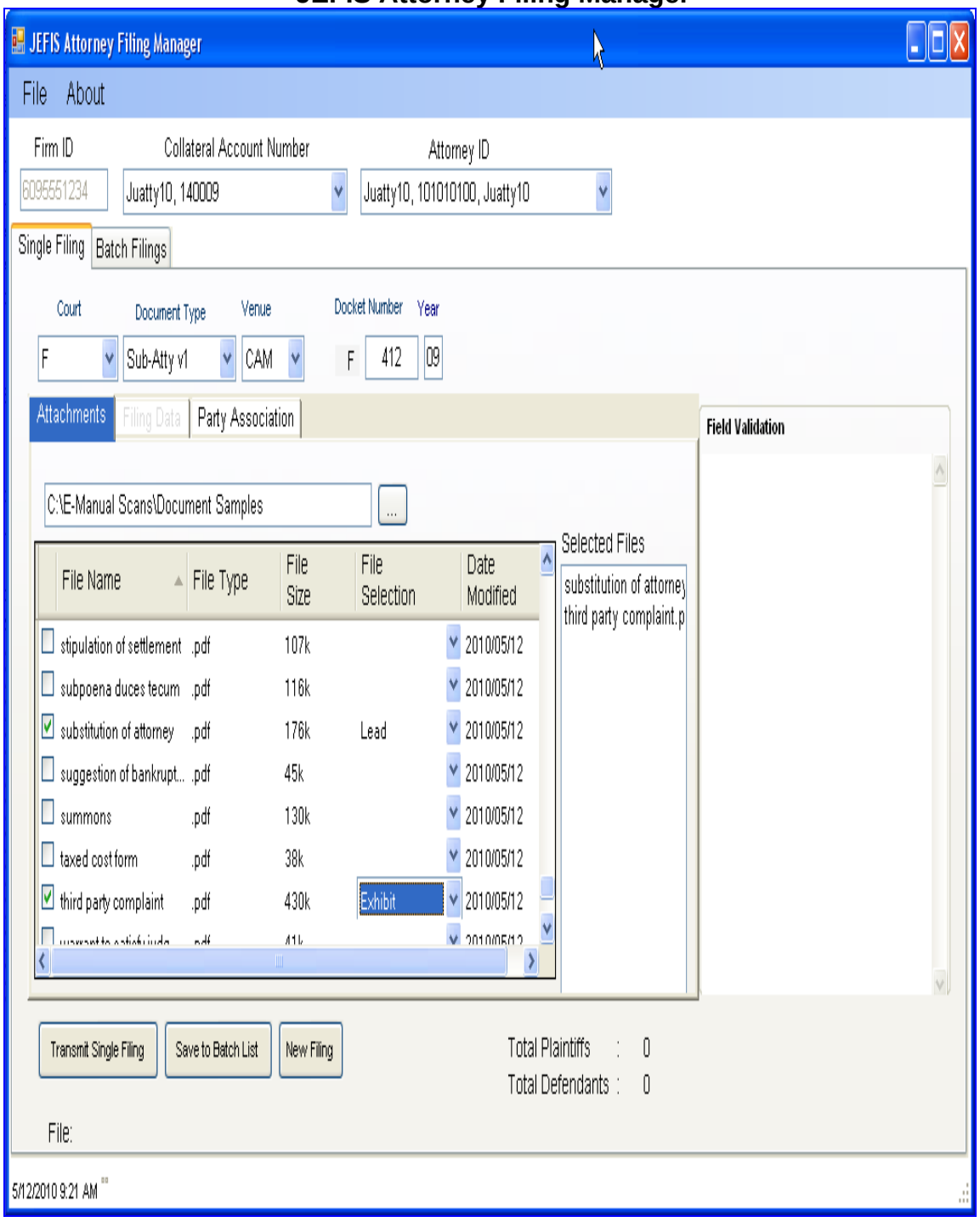
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Sub-Atty (Substitution of Attorney)

To file a **Sub-Atty (Substitution of Attorney)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

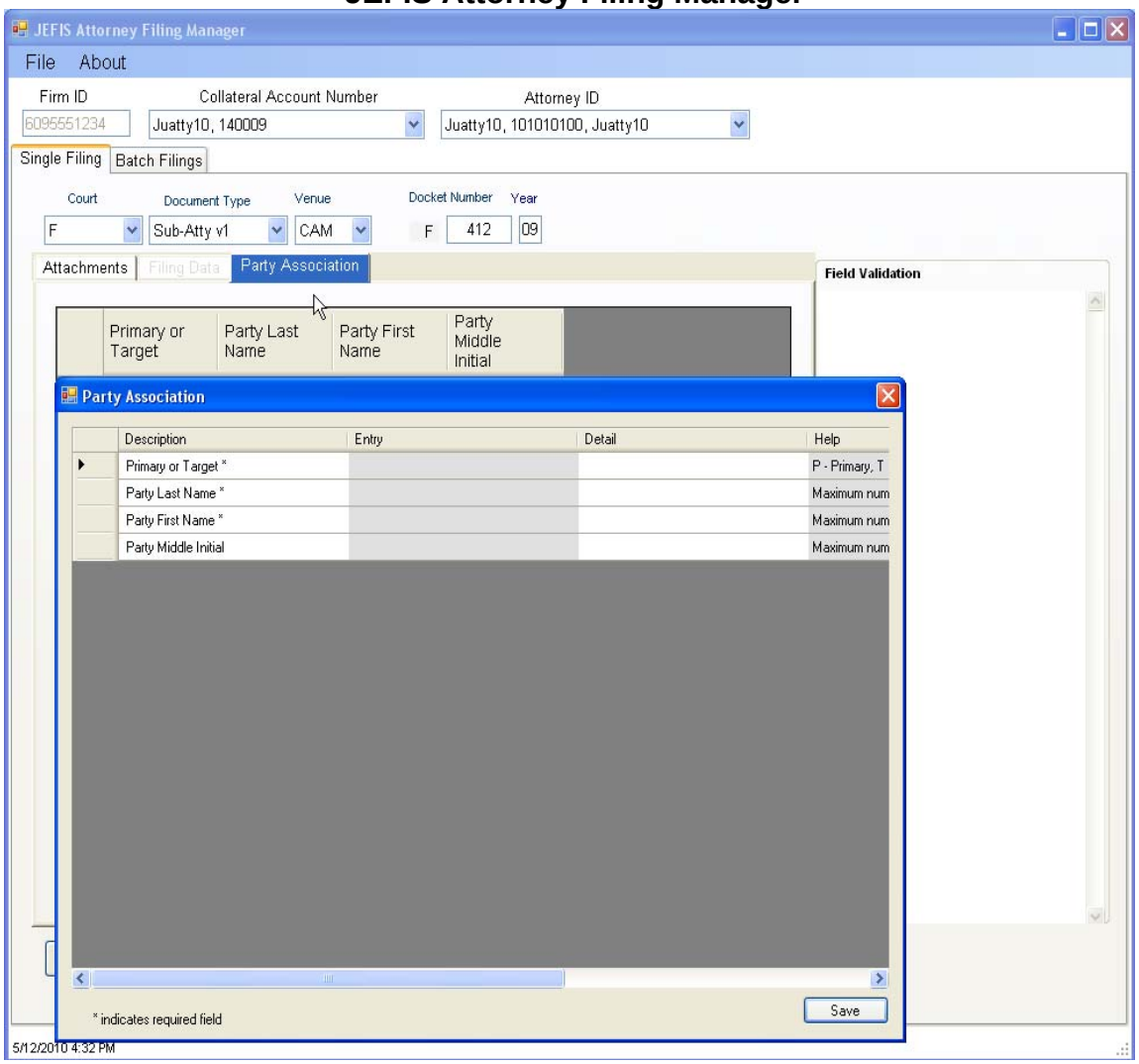
1. Please select the collateral account number and attorney id for the specific **Sub-Atty** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Sub-Atty**”.
5. Enter the venue based upon the location of the property
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Sub-Atty** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Sub-Atty** file by using the check box to the left of the file name and indicating if it is a **Lead** document or **Exhibit** using the dropdown box to the right. Only one **Lead** document can exist for each **Sub-Atty** that is filed but as many **Exhibits** as needed may be selected. Selected file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

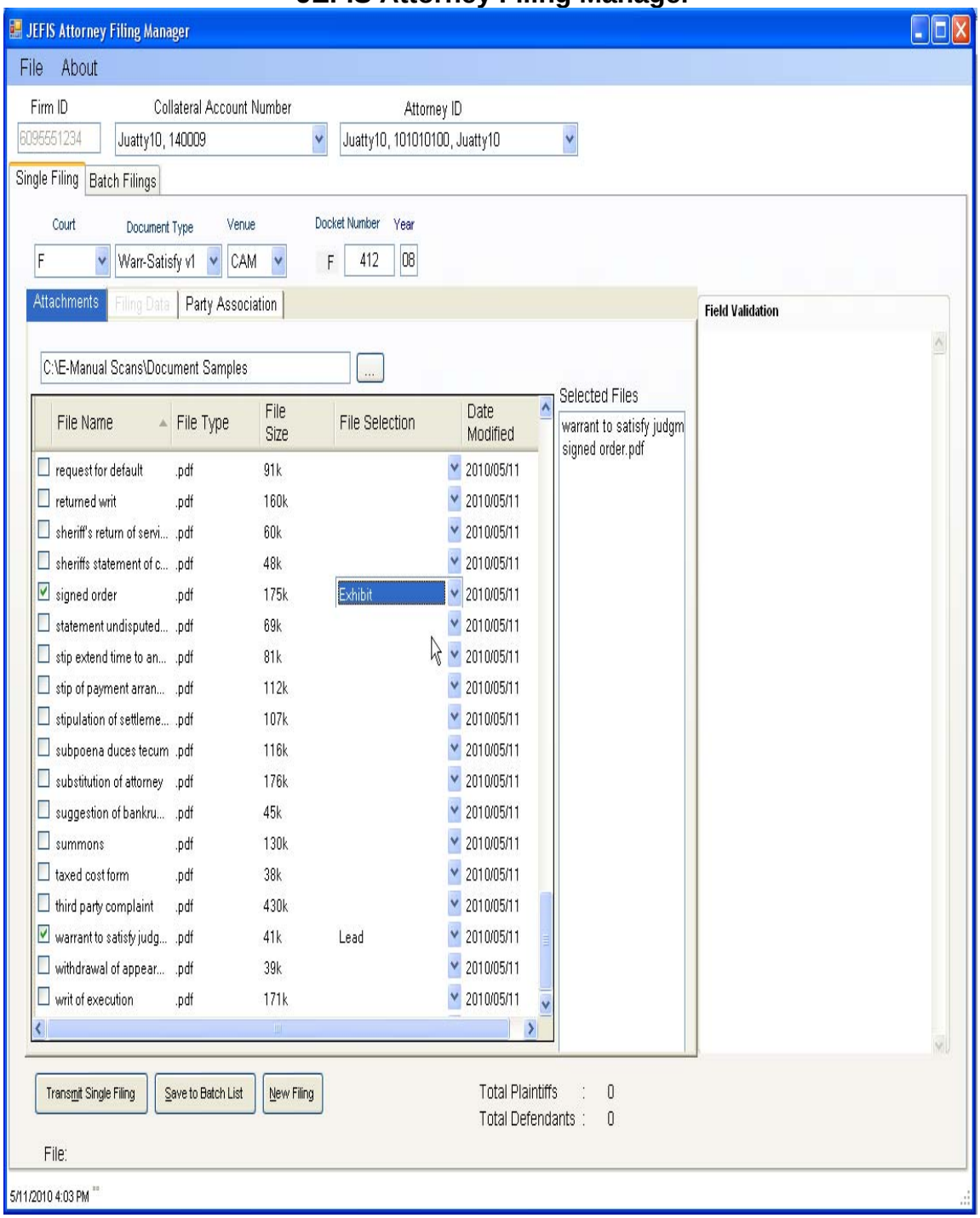
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Warr-Satisfy (Warrant to Satisfy)

To file a **Warr-Satisfy (Warrant to Satisfy)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

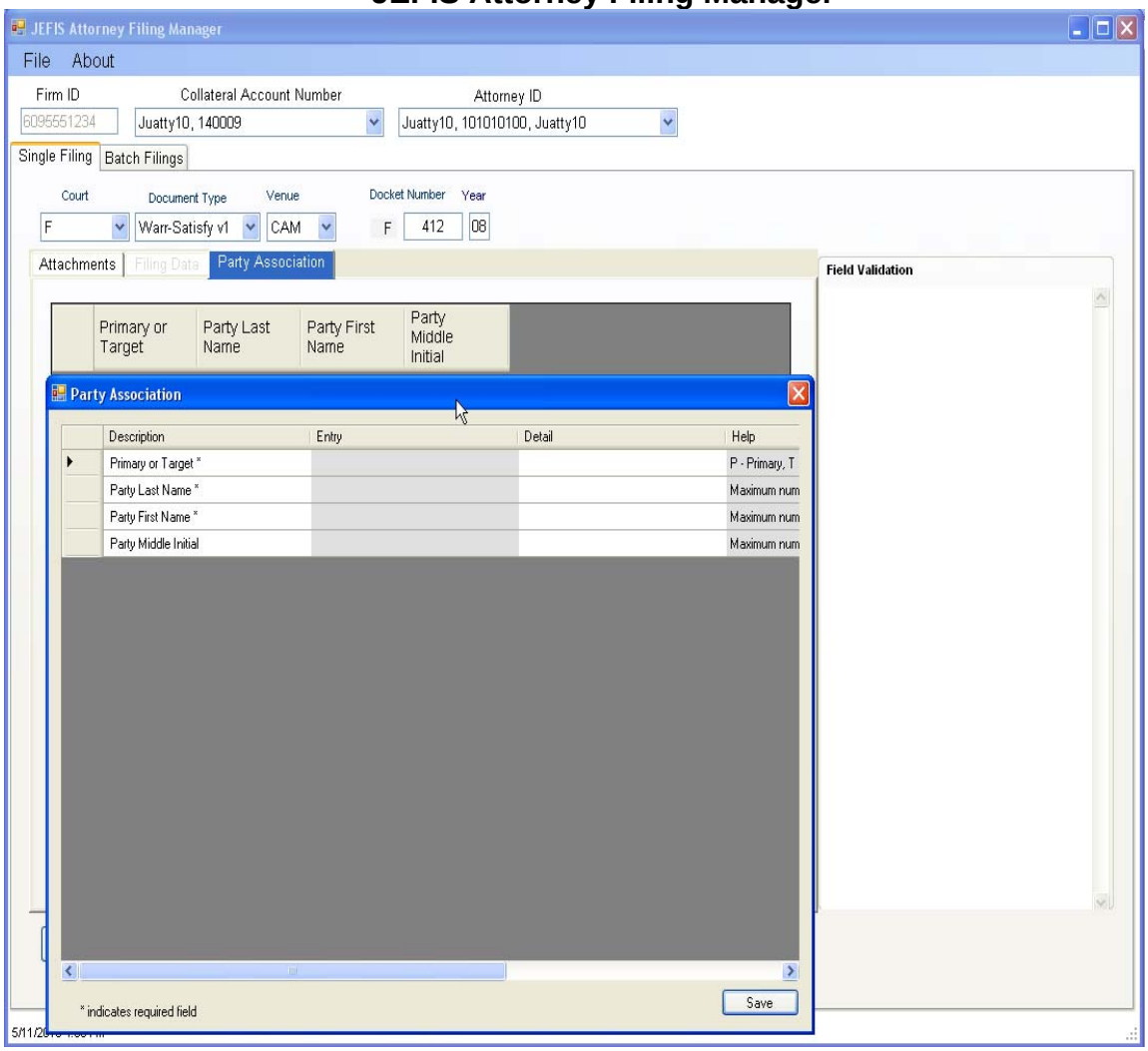
1. Please select the collateral account number and attorney id for the specific **Warr-Satisfy** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “**Warr-Satisfy**”.
5. Enter the venue based upon the location of the property
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Warr-Satisfy** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Warr-Satisfy** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **lead** or **exhibit** document. Only one **lead** document can exist for each **Warr-Satisfy** that is filed but as many **Exhibits** as needed may be selected. Those file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

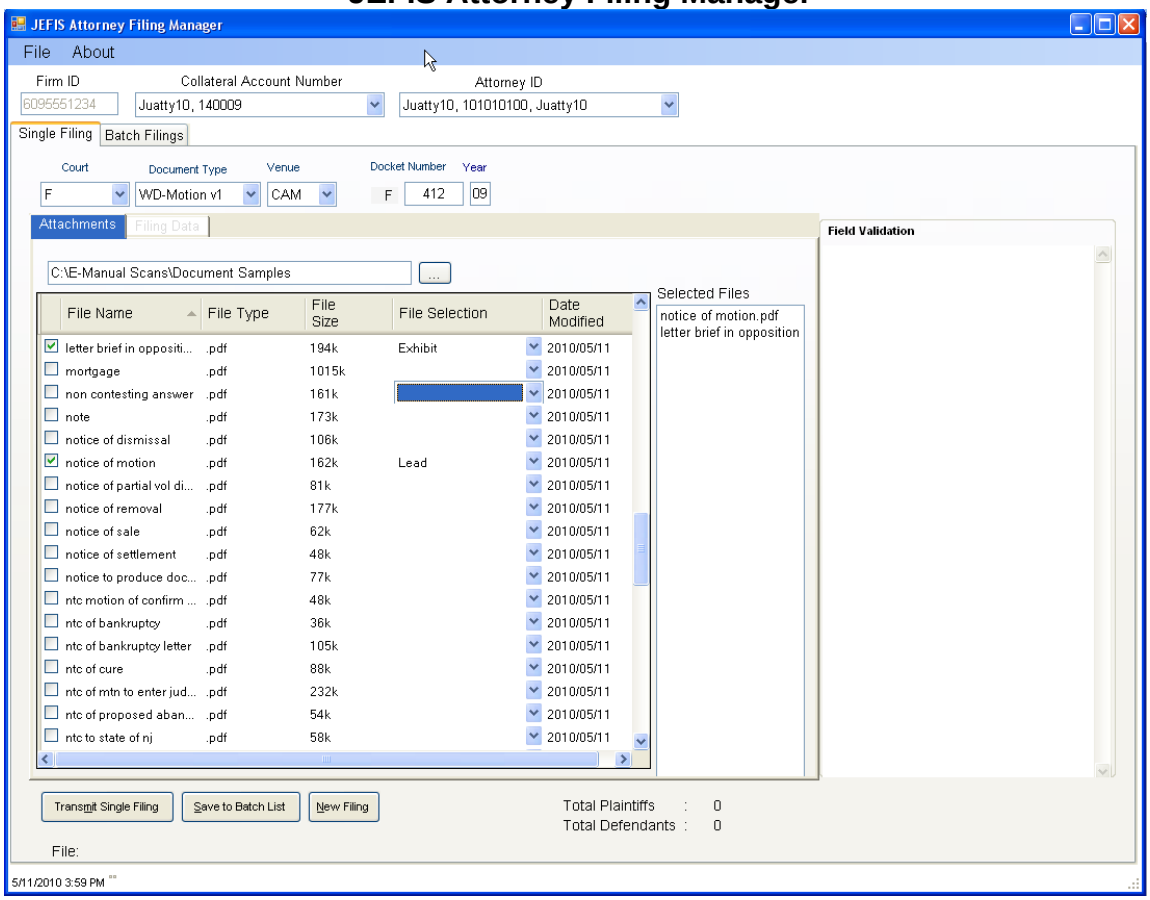
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing WD-Motion (Withdrawn Motion)

To file a **WD-Motion (Withdrawn Motion)**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

1. Please select the collateral account number and attorney id for the specific WD-Motion being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as “F” for Foreclosure and document type as “WD-Motion”.
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for WD-Motion from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **WD-Motion** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **WD-Motion** that is filed but as many **Exhibits** as needed may be selected. Those file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

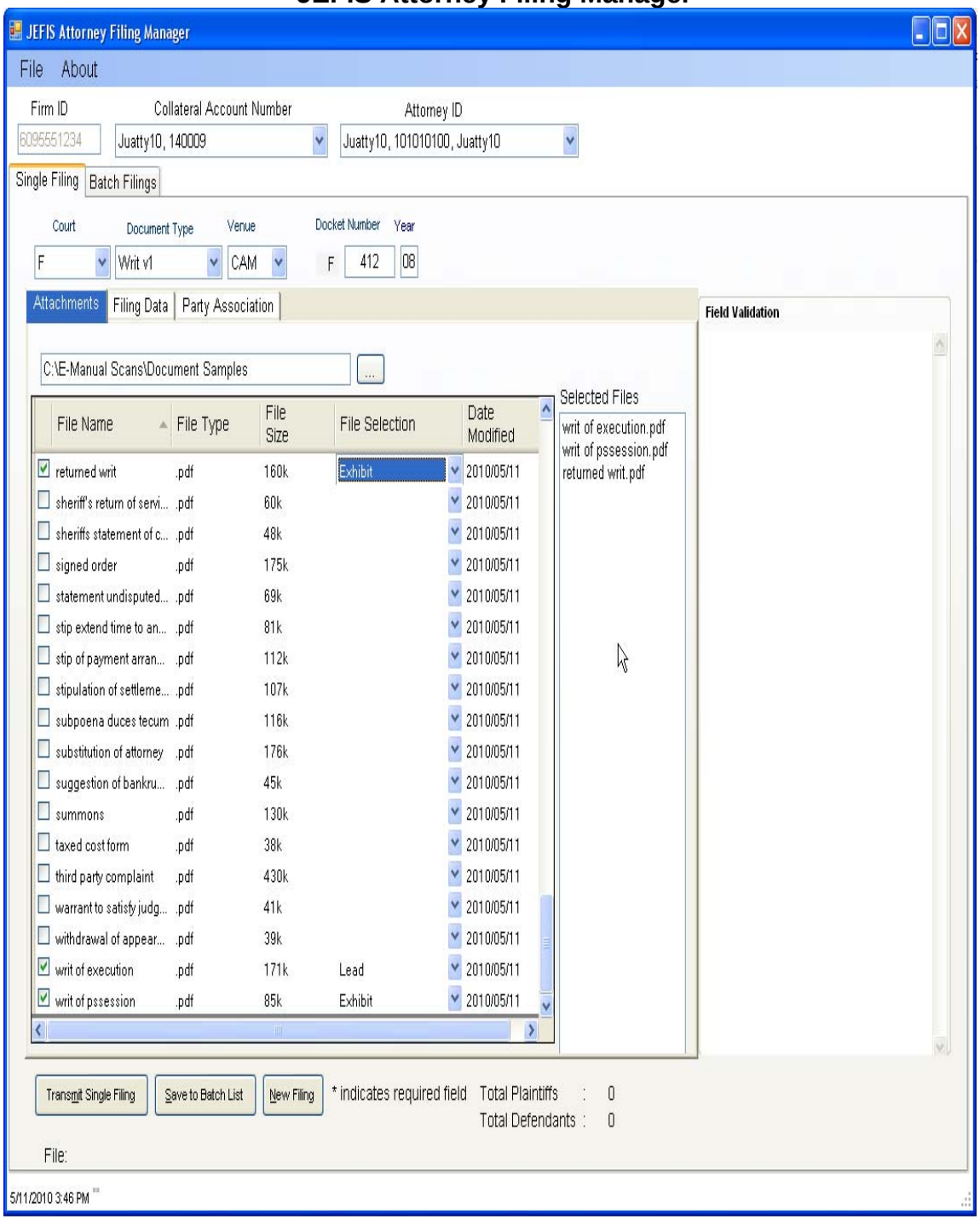
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing Writ

To file a **Writ**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

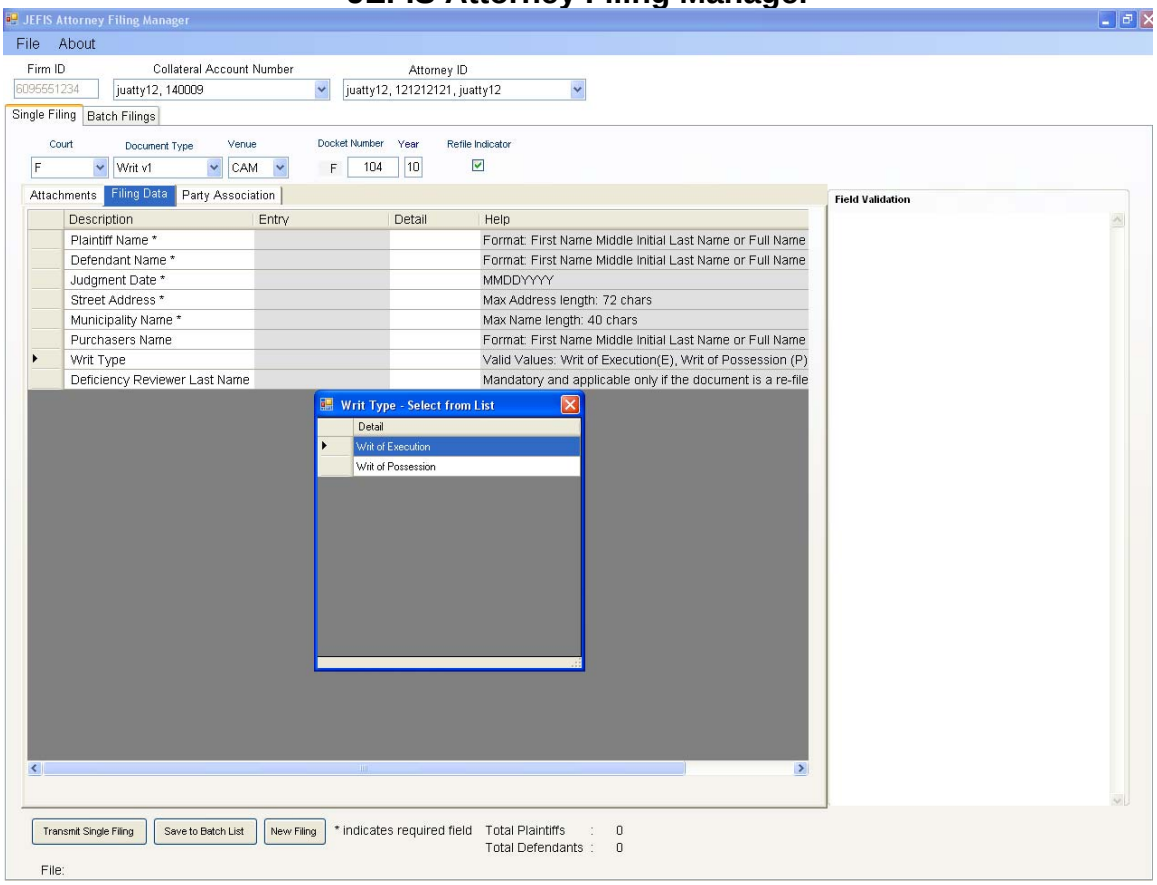
1. Please select the collateral account number and attorney id for the specific **Writ** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "**Writ**".
5. Enter the venue based upon the location of the property.
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **Writ** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **Writ** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **Writ** that is filed but as many **Exhibits** as needed may be selected. Those file(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager



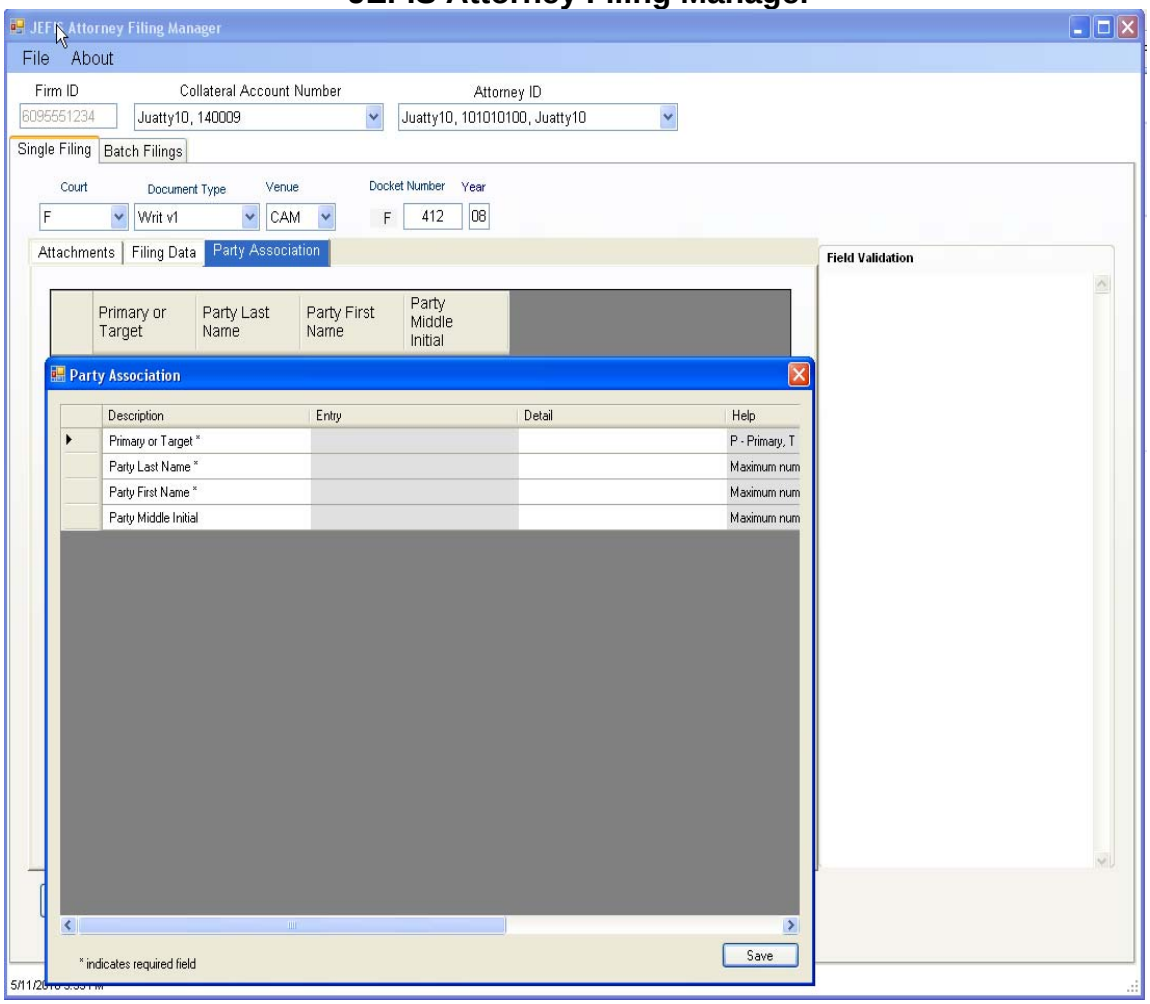
Please click on "**Filing Data**" tab. The JEFIS Attorney Filing Manager displays the following additional data entry fields for the Writ related information and mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, placing the cursor in the **Entry** field for '**Writ Type'** and pressing F1 (or double-clicking the field) displays a table of valid document entries.

Clicking a **Detail** item in the table places the code the table assigns the '**Writ Type' Detail** field to the **Filing Data's** '**Writ Type**' **Entry** field.

NOTE: The *APPENDIX A* contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

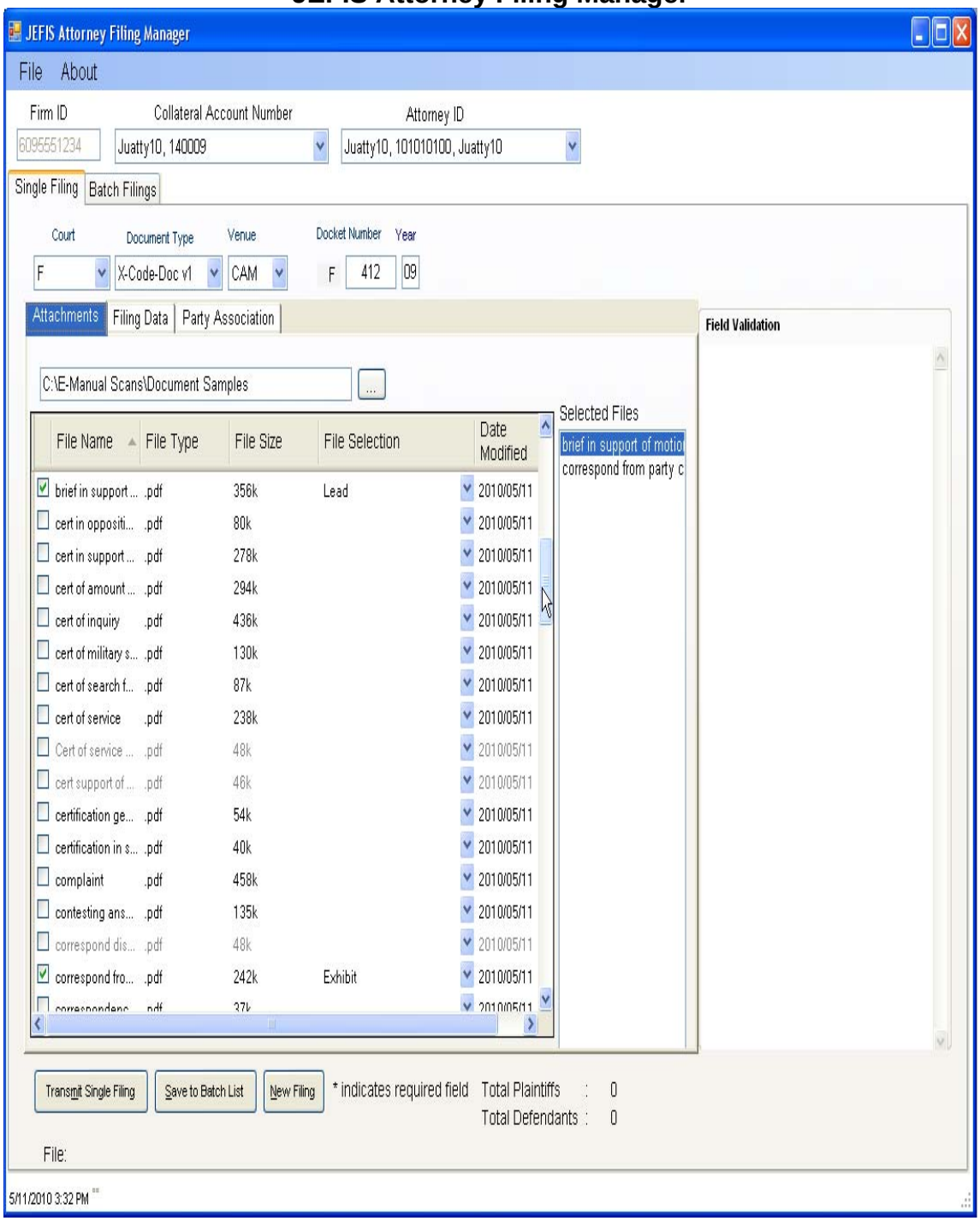
NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

Filing X-Code-Doc

To file an **X-Code-Doc**, start by clicking the **New Filing** button (to remove any data retained from the previous filing) then execute the following steps:

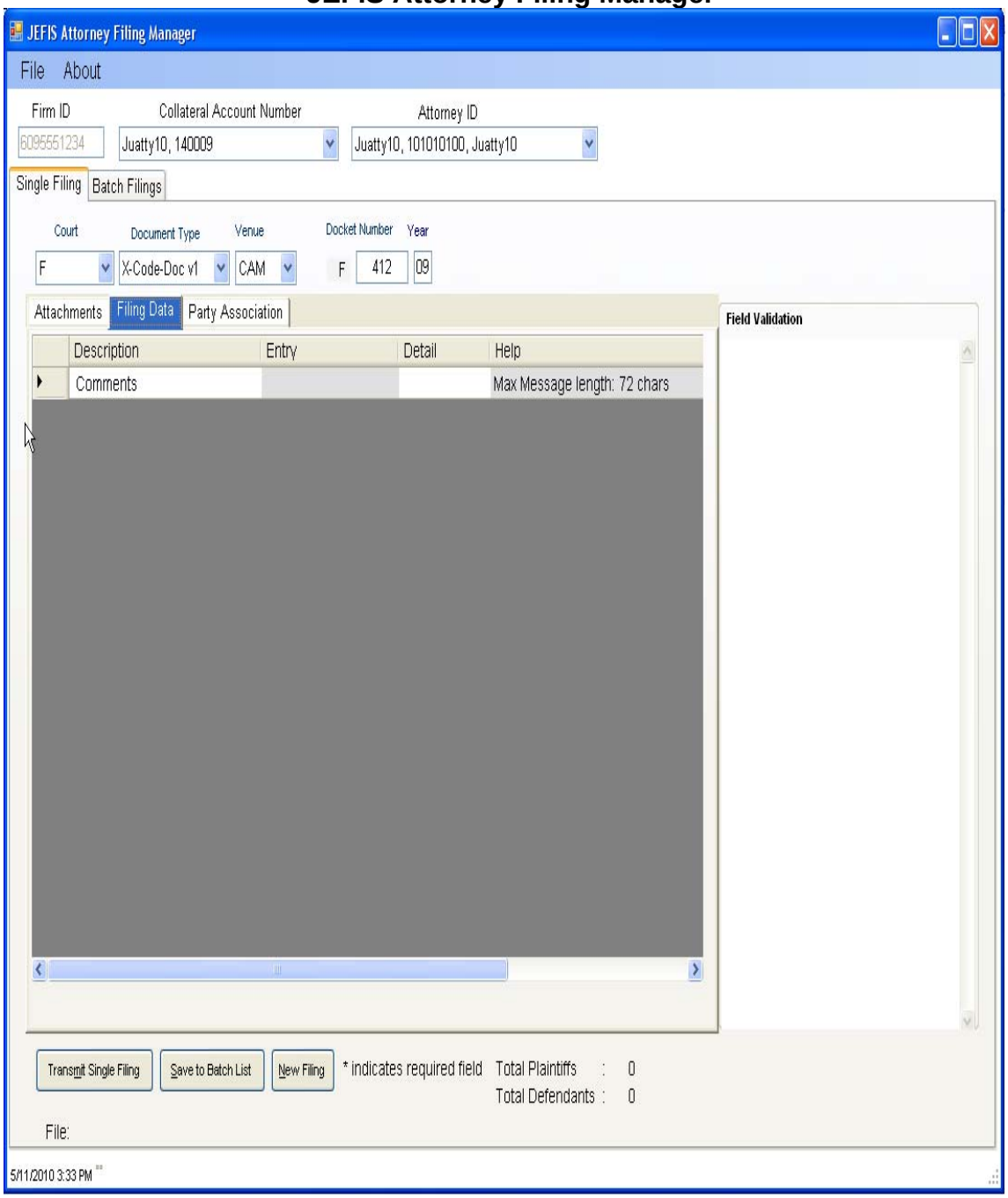
1. Please select the collateral account number and attorney id for the specific **X-Code-Doc** being filed.
2. The JEFIS Attorney Filing Manager displays account number, attorney id and default work directory based on prior selections.
3. The JEFIS Attorney Filing Manager displays options for you to select the court, document type, venue and docket number.
4. Please select the court as "F" for Foreclosure and document type as "**X-Code-Doc**".
5. Enter the venue based upon the location of the property
6. Enter the docket number applicable for the case.
7. Please select the required supporting documents for **X-Code-Doc** from the default work directory folder where The JEFIS Attorney Filing Manager displays all the RTF, PDF and/or TIF files available in the selected folder from the **Attachments** tab screen on the JEFIS Attorney Filing Manager. A different folder may be selected if required. See Accessing the JEFIS Attorney Filing Manager for details.

JEFIS Attorney Filing Manager



Please select the **X-Code-Doc** file(s) by clicking the check box to the left of the file name and clicking the dropdown box to the right of the file name indicating if it is a **Lead** or **Exhibit** document. Only one **Lead** document can exist for each **X-Code-Doc** that is filed but as many **Exhibits** as needed may be selected. File(s) are displayed based on the order of selection from the **Attachments** tab screen on the JEFIS Attorney Filing Manager.

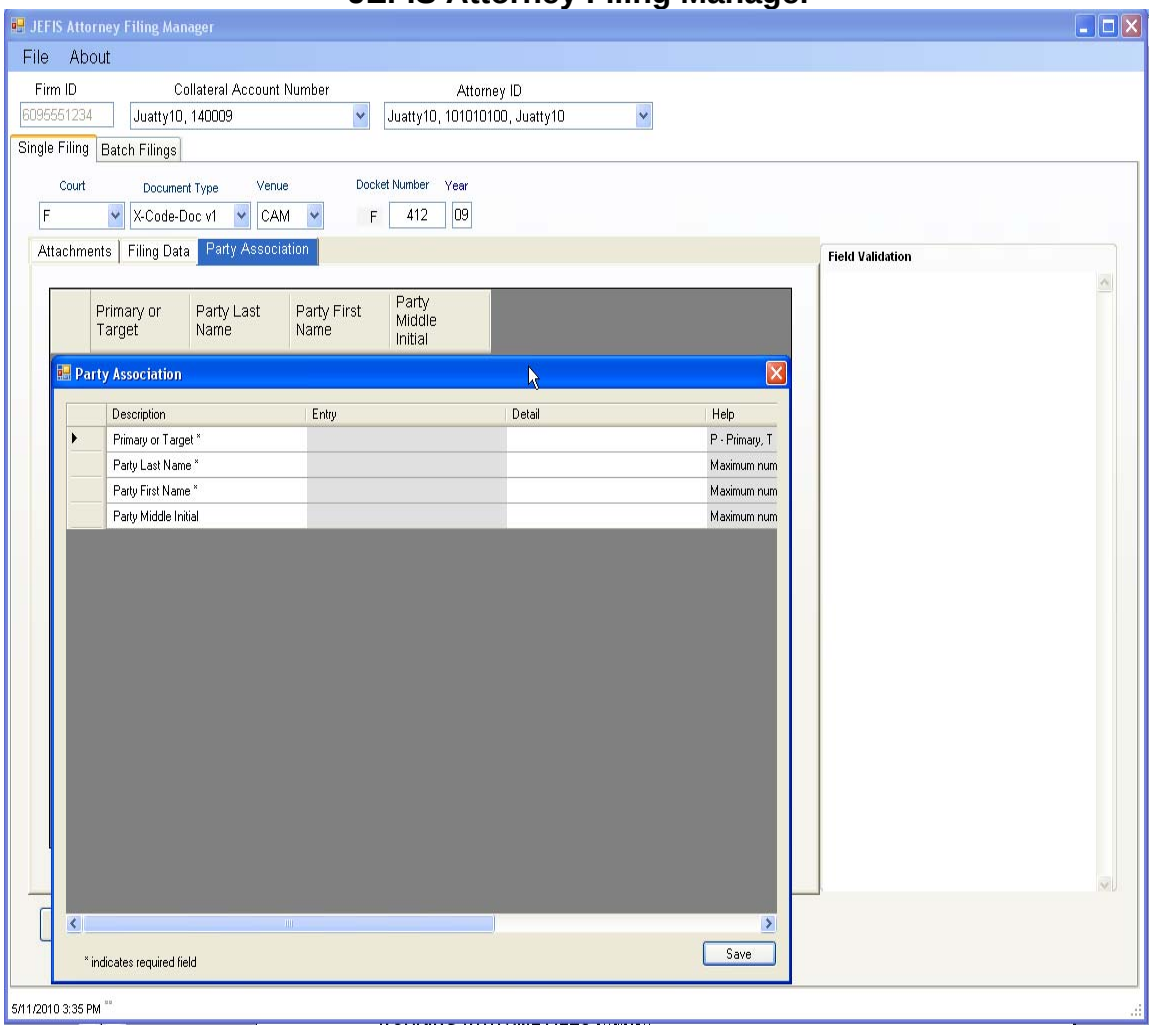
JEFIS Attorney Filing Manager



Please click on "**Filing Data**" tab. The JEFIS Attorney Filing Manager then displays the following data entry fields for the **X-Code-Doc** related information where mandatory fields are marked with an asterisk in the **Description** column and Field validation / formats appear in the **Help** column.

NOTE: The *APPENDIX A* contains a list of each **Document Type** and definition. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate.

JEFIS Attorney Filing Manager



When filing a foreclosure document, please click the **Party Association** tab to display the **Party Association** tab screen. The Party Association tab is used to identify the Primary filing party(s) and the Target party(s) against whom the document is being filed. This role would change based on the document type. For example, when filing an answer to a complaint the debtor would be the Primary and lender would be the Target.

To access and implement the **Party Association** Tab please refer to the **Party Association** Section within the **COMMON PROCEDURES WHILE FILING** chapter for a detailed description of the procedure.

NOTE: See COMMON PROCEDURES WHILE FILING for detailed description of procedures, issues and concerns surrounding file creation thru **JEFIS Attorney Filing Manager**. Functional sections include detailed description of **Saving the File, Correcting Invalid Field Entries, Save to Batch List, Editing Batch Filings, Transmit Single Filing, Batch Filings and Confirmation of E-filed Documents.**

RE-File a DOCUMENT

If a document has been returned because of a deficiency it should resubmitted though the Attorney Filing Manager.

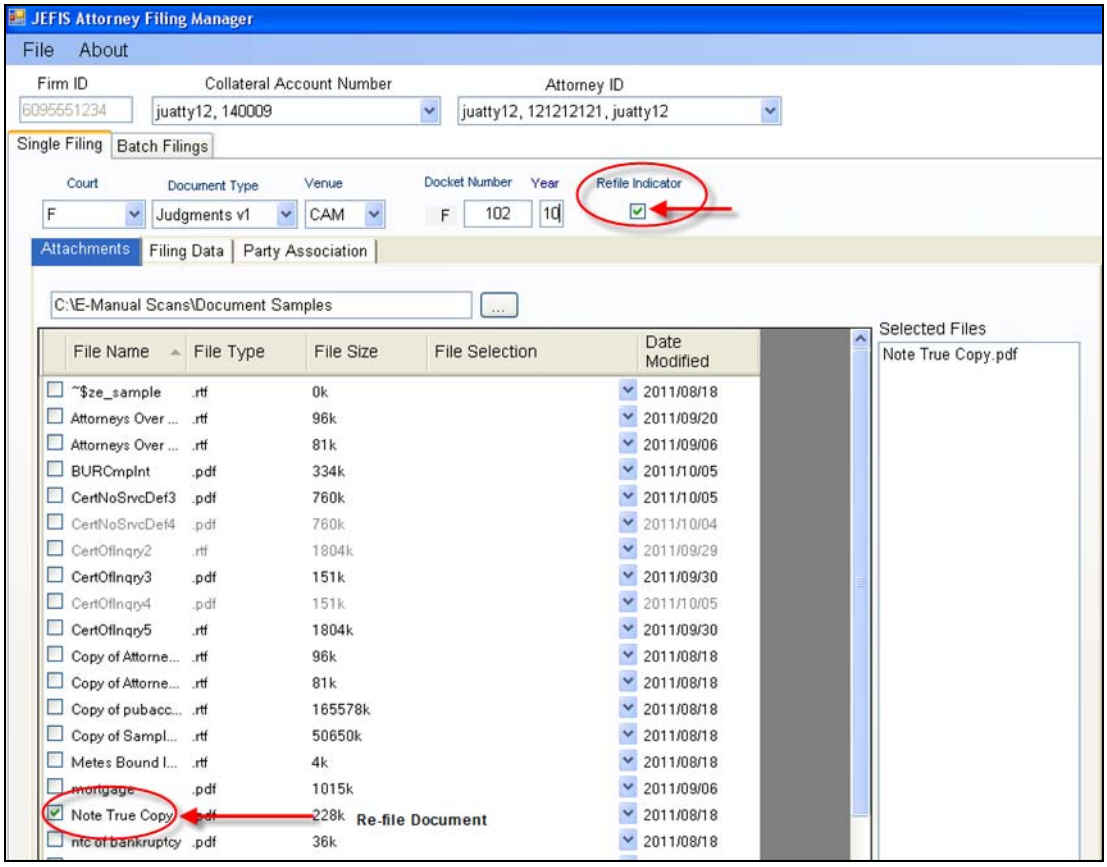
Any corrected or amended documents should also be resubmitted through the Re-file procedure outlined below.

The table below specifies the document types which may be re-filed and the corresponding filing data that needs to be included.

Document Type	Re-File Indicator	Additional field added on "Filing Data" Tab	New Field Mandatory (Y/N)
Ans-Non-Contest v1	Y	Deficiency Reviewer Last Name	Y
Answer v1	Y	Deficiency Reviewer Last Name	Y
Bankruptcy v1	N	N/A	N/A
Certifications v1	Y	Deficiency Reviewer Last Name	Y
Certifications v2	N	N/A	N/A
Complaint v1	Y	Original Filing Date	Y
Complaint-Other v1	Y	Original Filing Date	Y
Corresp-General v1	Y	N/A	N/A
Judgmentsv1	Y	Original Filing Date	Y
Judgments v2	N	Original Filing Date	Y
Judgments Opt-Forecl v1	Y	Original Filing Date	Y
Motion v1	Y	Deficiency Reviewer Last Name	Y
Motion-OF v1	Y	Deficiency Reviewer Last Name	Y
Motion-Surp-Funds v1	Y	Deficiency Reviewer Last Name	Y
Obj-Amt-Due v1	Y	N/A	N/A
Obj-Motion v1	Y	N/A	N/A
Ord-F-A-T-Pl v1	Y	N/A	N/A
Ord-No-Motion v1	Y	N/A	N/A
Post-J-Doc v1	N	N/A	N/A
Pri-Motion v1	Y	Deficiency Reviewer Last Name	Y
Proof-Mail v1	Y	N/A	N/A
Req-Default v1	Y	N/A	N/A
Return-Service v1	Y	N/A	N/A
Stips-Set-Disml v1	N	N/A	N/A
Sub-Attny v1	N	N/A	N/A
Warr-Satisfy v1	N	N/A	N/A
WD Motion v1	N	N/A	N/A
Writ v1	Y	Deficiency Reviewer Last Name	Y
X-Code-Doc v1	N	N/A	N/A

Procedure

If the Re-file Indicator is checked for any document type, user is mandated to enter mandated fields as submitted in original filing and in addition include **re-file fields** as listed in the table above. A screen shot is provided below:



Required Attachments

When re-filing a document or documents, the user will not be mandated to include certain attachments as filed when they submitted the original filing. The user may choose which attachments they are submitting, which is provided in the File Selection drop down.

Mandated attachment selections will not be applicable at the time of re-filing. The user may choose to send only a single document. The only required attachment a user must select while re-filing is the “LEAD” document.

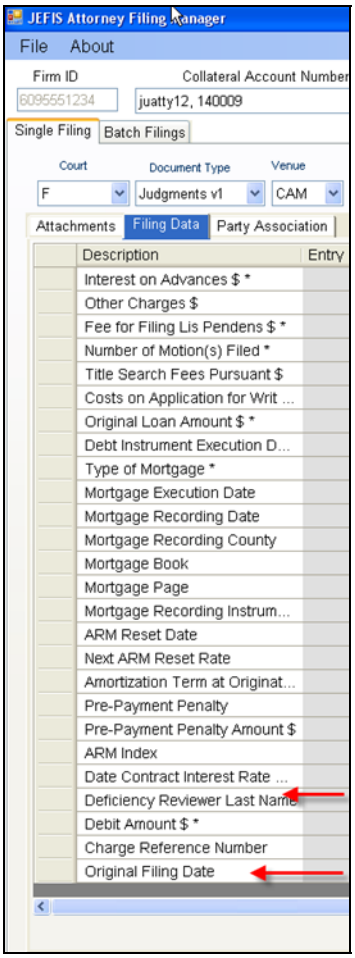
If **needed,** all original documents may also be resubmitted but it is not necessary, unless requested by the Office of Foreclosure or Foreclosure Processing Services.

Original Filing v. Re-file Filing

Example of a Re-file for Judgment

Features	Judgment	Judgment –Re-file
Attachments	8 attachments are mandatory	Attachments are not mandatory
Filing Data		
Deficiency Reviewers Last Name	Reviewer's last name is not mandatory	Reviewer's last name is mandatory
Original Filing Date	Original Filing Date is not mandatory	Original Filing Date is mandatory
Party Association	Mandatory for P and T	Mandatory for P and T

After selecting the Filing Data tab some fields need to be entered. This would depend on the **document type**. Refer to the table above for reference.
See the screen shot below:



Depending on the document type that is being re-filed, the two new fields include DEFICIENCY REVIEWER LAST NAME and ORIGINAL FILING DATE.

Deficiency Reviewer Last Name – Last name of reviewer that has requested re-file of documents. This information may be found on the Deficiency Notice returned to filer. Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

Original Filing Date – The date the original filing was transmitted. Mandatory and applicable only if the document is a Re-file. Format: MMDDYYYY.

NOTE: Where attorneys have developed mechanized attorney filer processes, the attribute below has to be included. The default value can be either blank ("") -or- set to "N" when NOT performing a re-file. Value is set to "Y" only when performing a re-file.

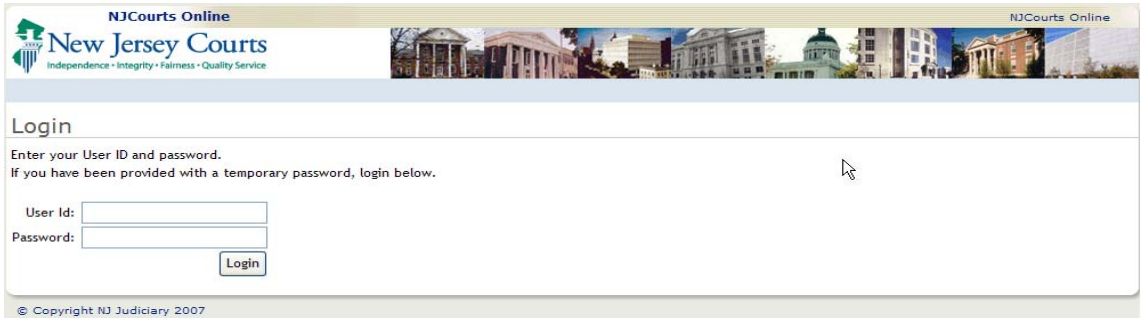
```
<fields documentType="Answer" division="GEQ" court="F" venue="ATL"
docketNumber="ATLF 00009999" collateralAccount="123456" caseTitle=""
refile="" version="1">
```

AUTOMATED CASE MANAGEMENT SYSTEM - PUBLIC ACCESS

The JEFIS e-filing application provides free access to the Automated Case Management System – Public Access (ACMS-PA) for e-filing attorneys.

To enter ACMS-PA, start by accessing the **NJ Courts Online** Login page at the following address:

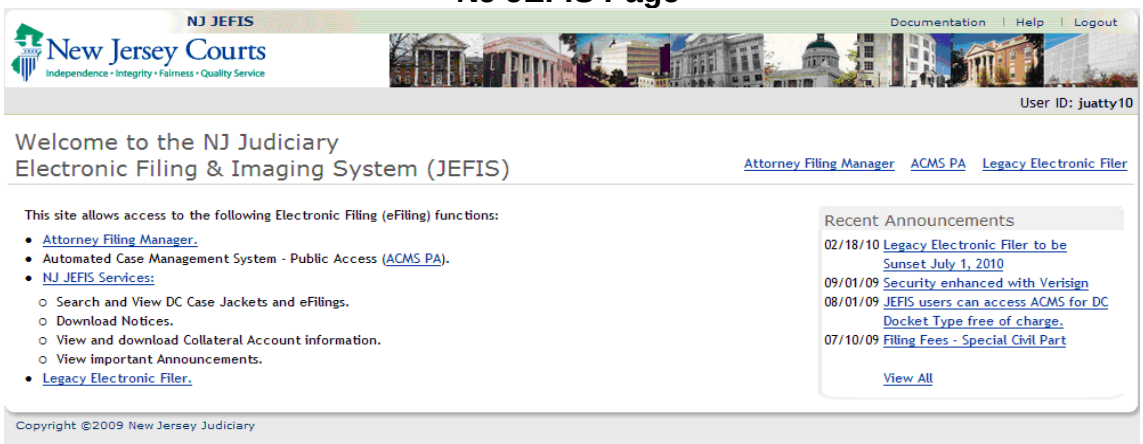
https://njcourts.judiciary.state.nj.us/jefis/



When the **NJ Courts Online** Login page displays, enter your **ID** and **Password** (as provided by the Superior Court Clerk's Office during the JEFIS participation process) and click the **Login** button. The **NJ JEFIS** page then displays.

NOTE: The login screen only appears once per session and will not display if access to the JEFIS Attorney Filing Manager was established prior to accessing ACMS-PA.

NJ JEFIS Page


NJ JEFIS
Documentation | Help | Logout
New Jersey Courts
Independence • Integrity • Fairness • Quality Service
User ID: juatty10
Welcome to the NJ Judiciary
Electronic Filing & Imaging System (JEFIS)
Attorney Filing Manager
ACMS PA
Legacy Electronic Filer
This site allows access to the following Electronic Filing (eFiling) functions:
Attorney Filing Manager.
Automated Case Management System - Public Access (ACMS PA).
NJ JEFIS Services:
Search and View DC Case Jackets and eFilings.
Download Notices.
View and download Collateral Account information.
View important Announcements.
Legacy Electronic Filer.
Recent Announcements
02/18/10 Legacy Electronic Filer to be Sunset July 1, 2010
09/01/09 Security enhanced with Verisign
08/01/09 JEFIS users can access ACMS for DC Docket Type free of charge.
07/10/09 Filing Fees - Special Civil Part
View All
Copyright ©2009 New Jersey Judiciary

Click the **ACMS PA** link to display the ACMS-PA application.

NOTE: Refer to the manual at this link for instruction on using the ACMS-PA application.

http://www.judiciary.state.nj.us/jefis/acmspa.pdf

COMMON PROCEDURES WHILE FILING

Saving the File

To save a filing package containing the entries on the **Attachments** tab, **Filing Data** tab, the **Party Association** tab and/or the **Additional Parties** tab screen (if applicable) click one of the following buttons on the JEFIS Attorney Filing Manager:

Transmit Single Filing – Click this button to allow the filing of a foreclosure document and its related RTF, PDF and/or TIF attachments. Upon successful transmission, the files are saved in a subdirectory automatically created and named with the transmission date by the JEFIS Attorney Filing Manager application. The Correcting Invalid Field Entries section on the next page explains the process of correcting invalid entries that prevent a single filing transmission.

Save to Batch List – Click this button to save the package of attachments and filing data for e-filing at a later time. This function is explained on the following pages after instruction on correcting invalid entries that prevent a successful batch save.

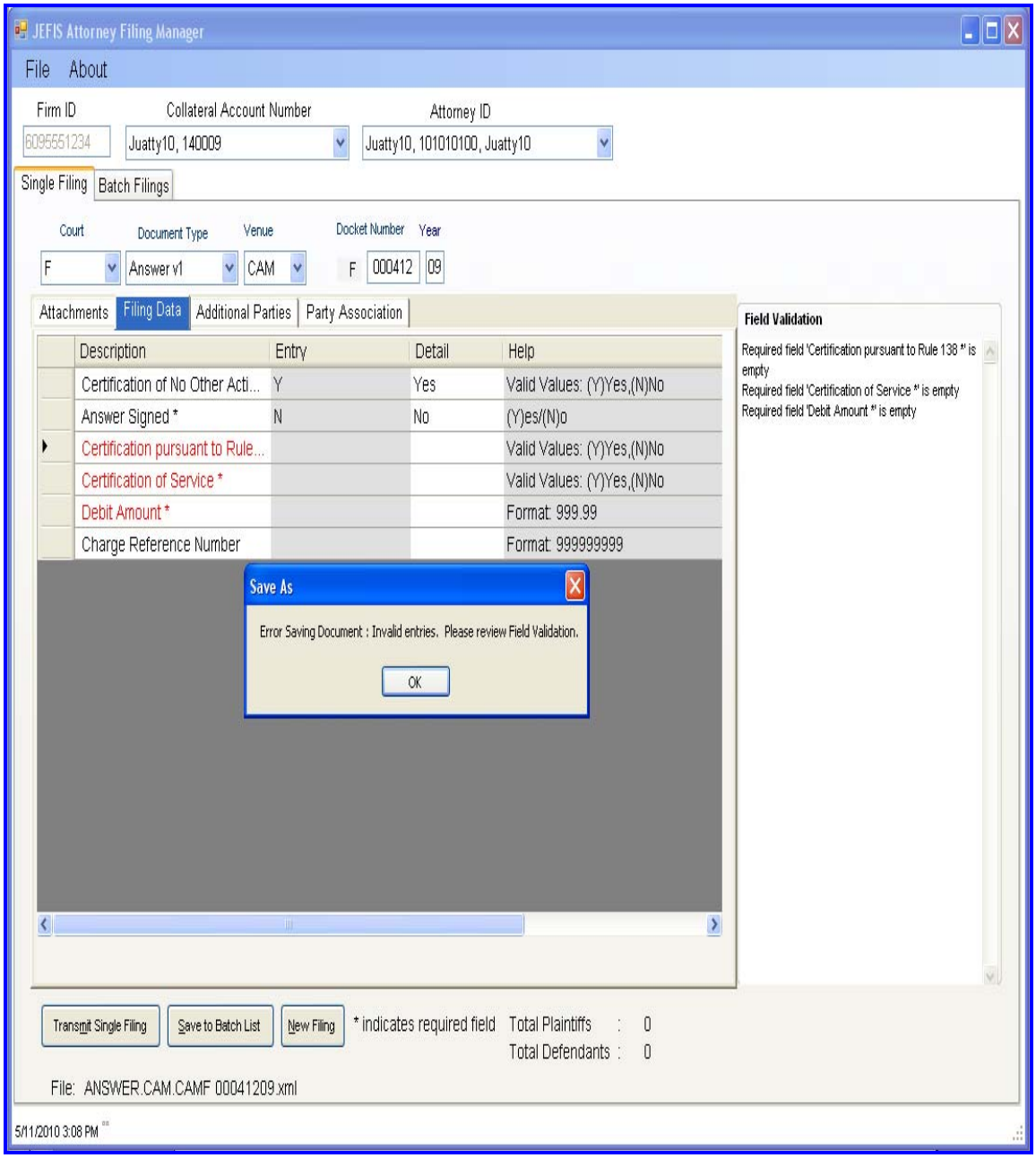
> *NOTE*: The RTF , PDF and/or TIF file attached to an XML file that was saved to batch and waiting to be transmitted will appear grayed-out on the **Single Filing**, **Attachments** tab screen where it will remain until the XML file is transmitted.

The 'Total Plaintiffs' and 'Total Defendants' on the JEFIS Attorney Filing Manager are automatically calculated during the process of saving an XML file through the **Transmit Single Filing** or **Save to Batch List** buttons.

JEFIS Attorney Filing Manager Detail

Correcting Invalid Field Entries

If an invalid entry is placed in the **Entry** column on the **Filing Data** tab screen, the following error message will display when clicking the **Transmit Single Filing** or **Save to Batch List** buttons.



If the message above displays, click the **OK** button to return to the JEFIS Attorney Filing Manager and correct the invalid entries on the **Filing Data** tab **Entry** column aligned with the row(s) beneath the **Description** column highlighted in RED.

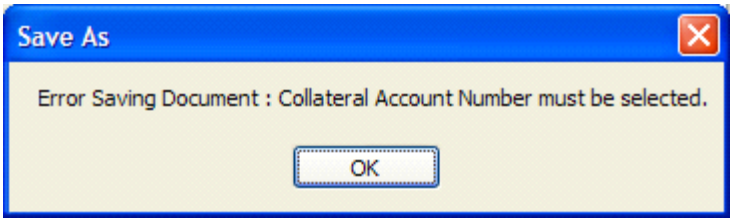
Save to Batch List

To save filing package for e-filing at a later time, click the **Save to Batch List** button on the JEFIS Attorney Filing Manager.

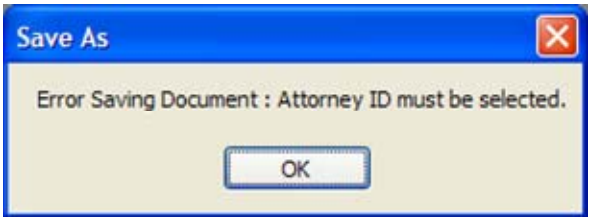
If more than one collateral account number or attorney ID was entered on the **Account Information** window during the process of downloading and installing the JEFIS Attorney Filing Manager, the **Collateral Account Number** and/or **Attorney ID** fields on the JEFIS Attorney Filing Manager may be blank.

> *NOTE*: See the section titled Accessing the JEFIS Attorney Filing Manager of this manual for direction on changing **Account Information** window settings.

Attempts to save a document with a blank collateral account number will result in the following error message after clicking the **Save to Batch List** button.



Attempts to save a document with a blank attorney ID will result in the following error message after clicking the **Save to Batch List** button.



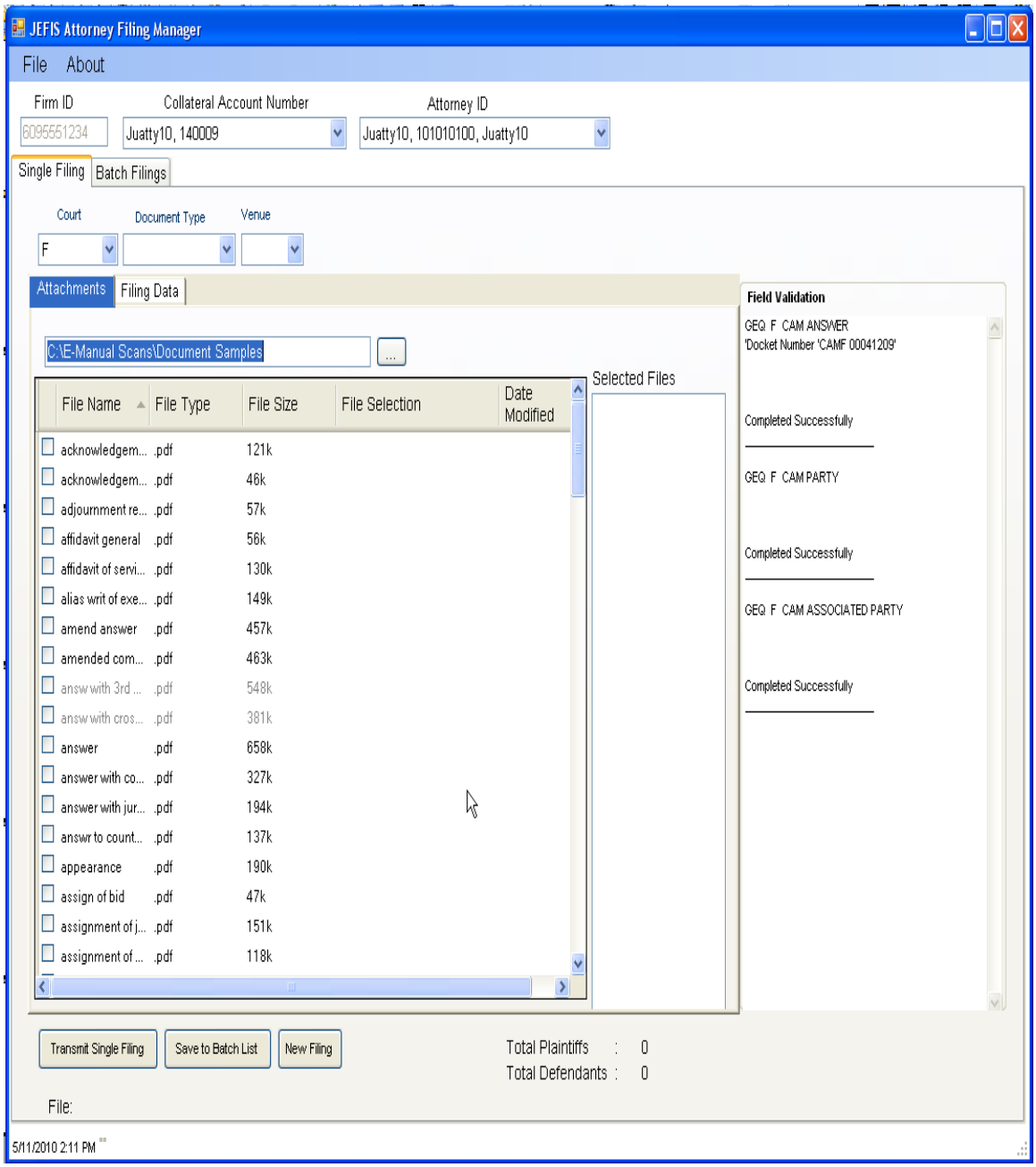
Click the **OK** button on the collateral account number error message or the attorney ID error message to return to the JEFIS Attorney Filing Manager. Select a collateral account number or attorney ID by clicking the down arrow on the **Collateral Account Number** or **Attorney ID** fields on the JEFIS Attorney Filing Manager.

Click the **Save to Batch List** button again to save the package for efiling later.

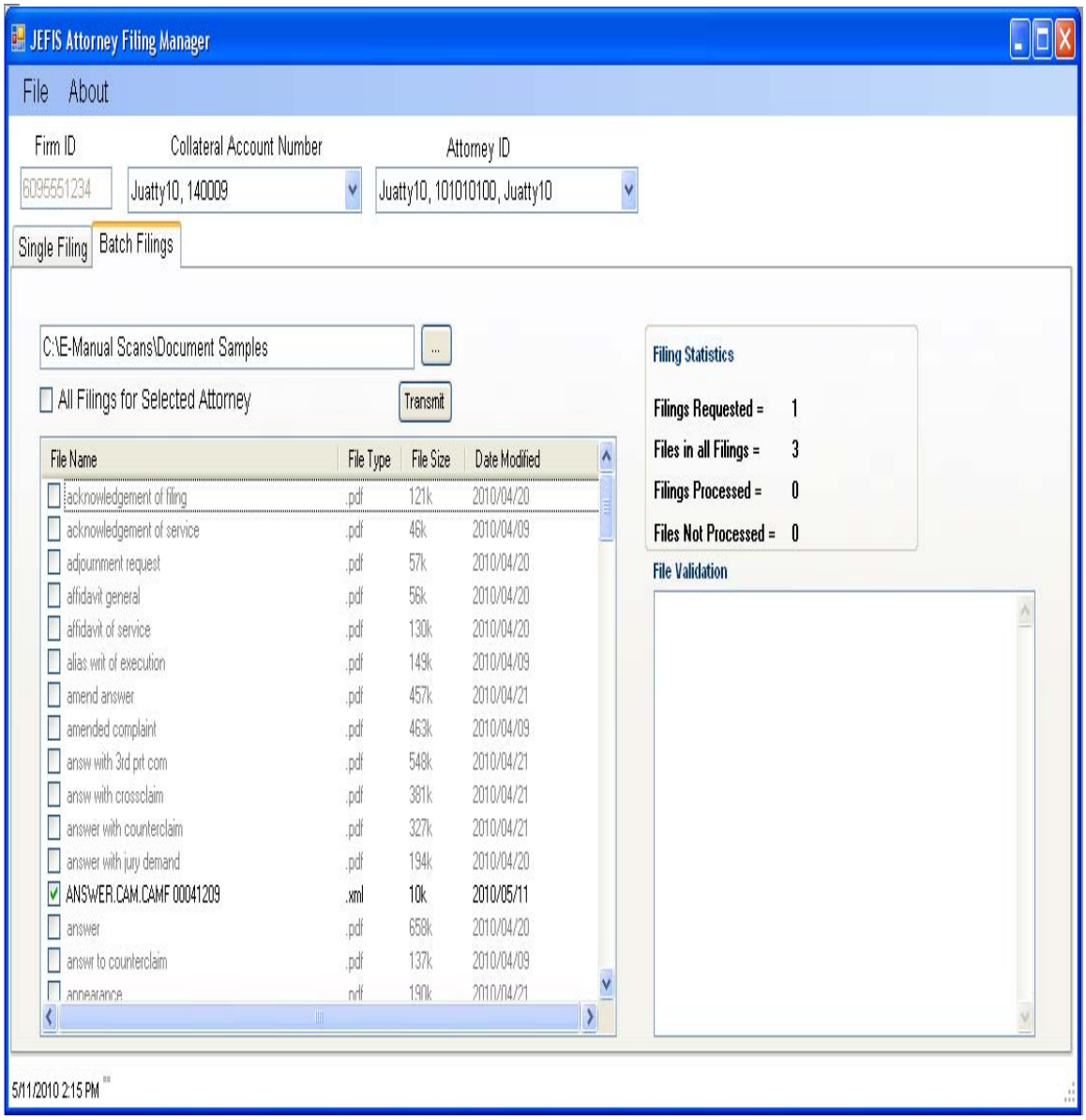
The XML file is saved to a folder automatically created and dated with the transmission date and placed inside the directory where the RTF, PDF and/or TIF files were retrieved. The file name consists of the document type, venue code, e-filing date and internal tracking number. For example, the following file name contains the document type **(ANSWER), venue code (CAM– Camden), Docket Number (CAMF 00041209).**

ANSWER.CAM.05112010161145.XML

Once the XML file has been saved, the **Field Validation** section on the JEFIS Attorney Filing Manager displays the message 'Completed Successfully.'



The saved XML file name also appears in the **File Name** list on the **Batch Filings** tab screen.

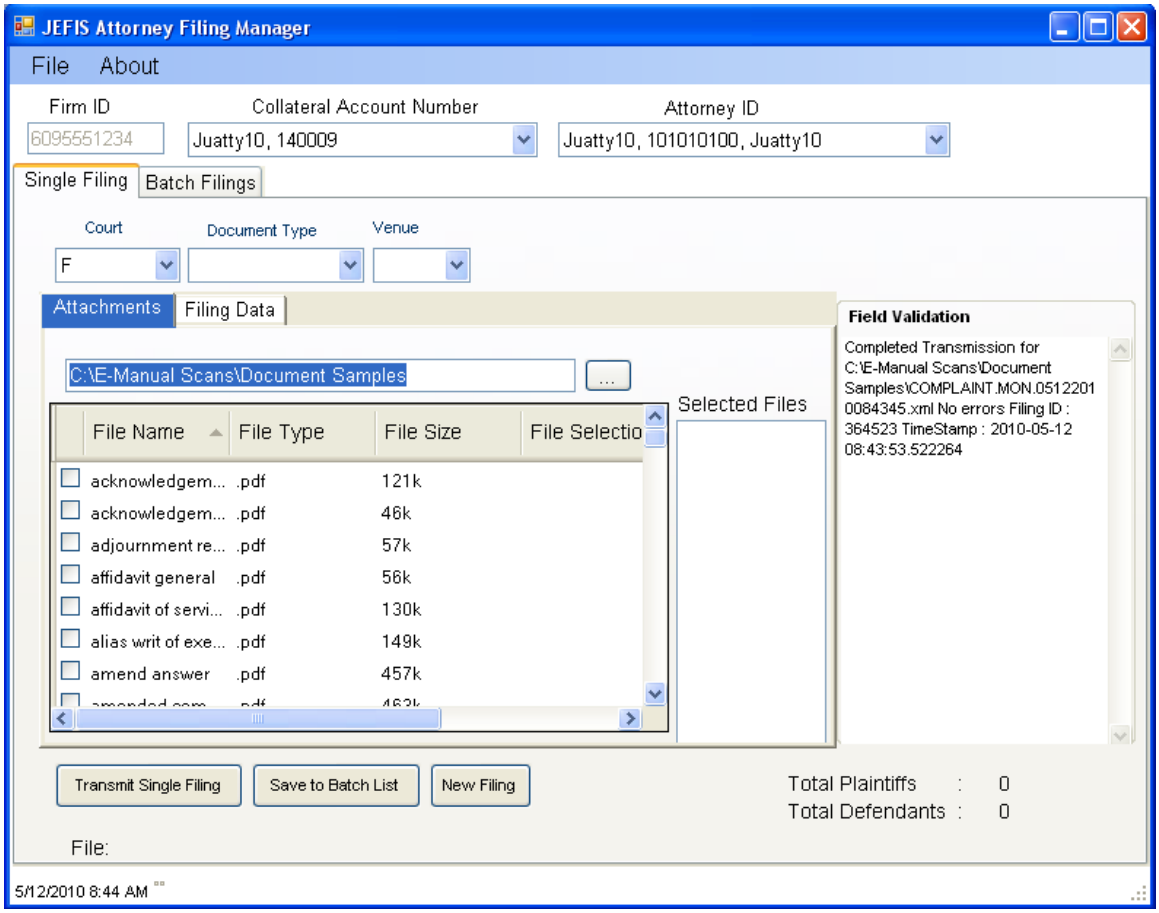


The file is now ready to be e-filed at a later time using the **Transmit** button on the **Batch Filings** tab screen. See the section titled ***COMMON PROCEDURES WHILE FILING*** in this manual for detailed instructions on e-filing documents using the **Batch Filings** tab screen.

NOTE: Please be mindful that the **JEFIS Attorney Filing Manager** will NOT provide a warning if a file needs to be saved prior to accessing another attachment or exiting the application. To ensure that the file is saved successfully, click the **Transmit Single Filing** or **Save to Batch List** buttons prior to accessing another attachment or exiting the application. This will also perform data validation and call attention to any data values that require change.

If the **Transmit Single Filing** button was not yet clicked, the **Attorney Filer Login** will display.

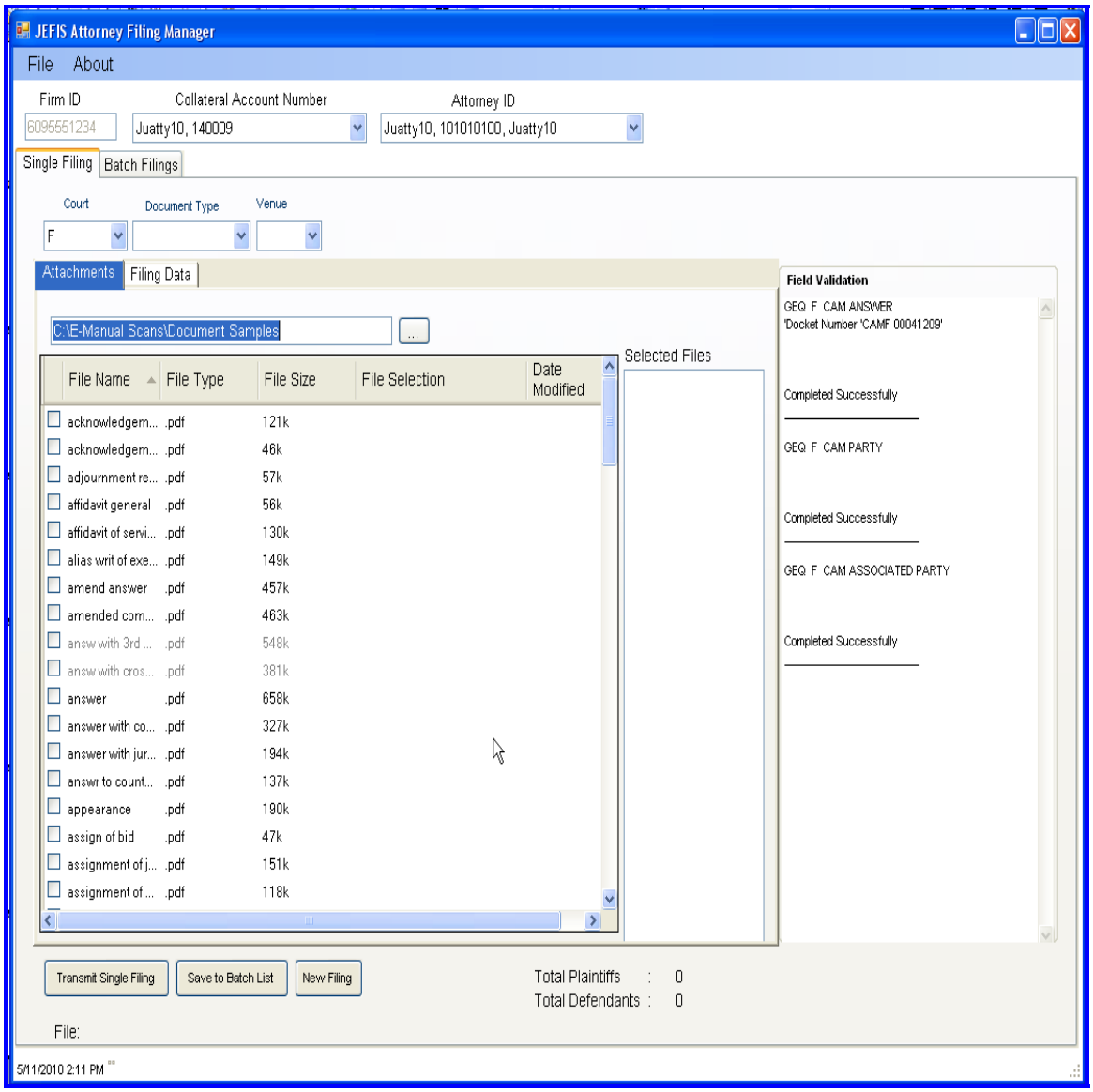
Enter your name's **Password** and click the **OK** button to save the additional alternate names, process the e-filing and return to the JEFIS Attorney Filing Manager.



The **Field Validation** section of the JEFIS Attorney Filing Manager indicates that the file was successfully transmitted.

> *NOTE*: See the section titled ***COMMON PROCEDURES WHILE FILING*** in this manual for detailed instructions on e-filing documents using the **Transmit Single Filing** function.

If the **Save to Batch List** button was clicked prior to entering additional alternate names, the JEFIS Attorney Filing Manager displays.

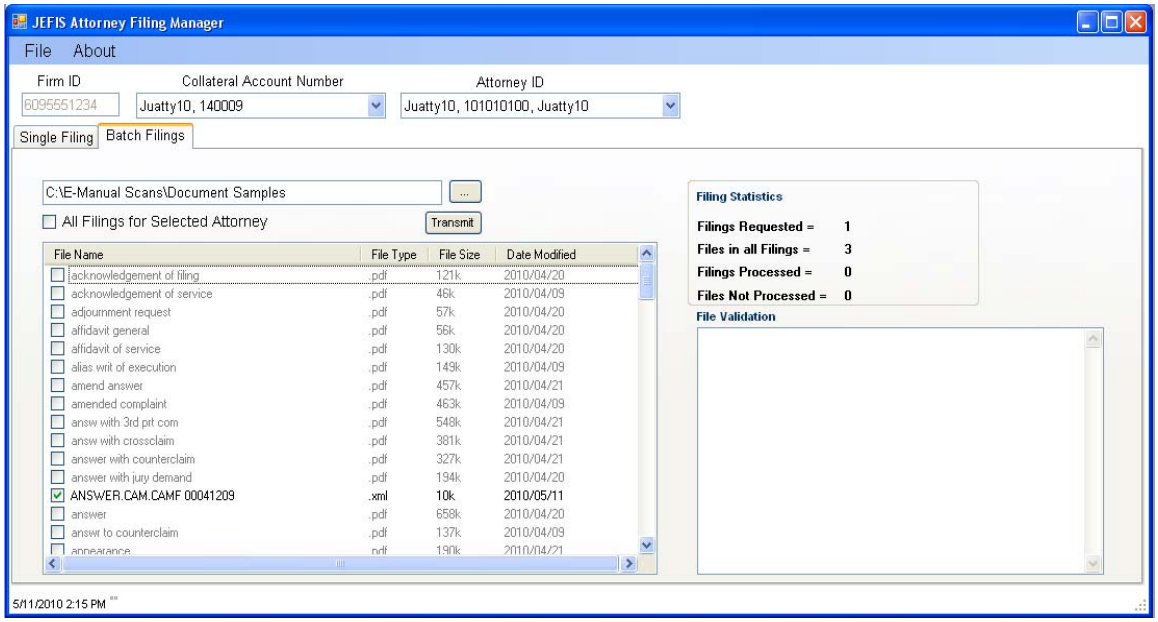


The **Field Validation** section of the JEFIS Attorney Filing Manager indicates that the file and related additional alternate names were successfully saved to the **Batch Filings** tab screen for transmission at a later time.

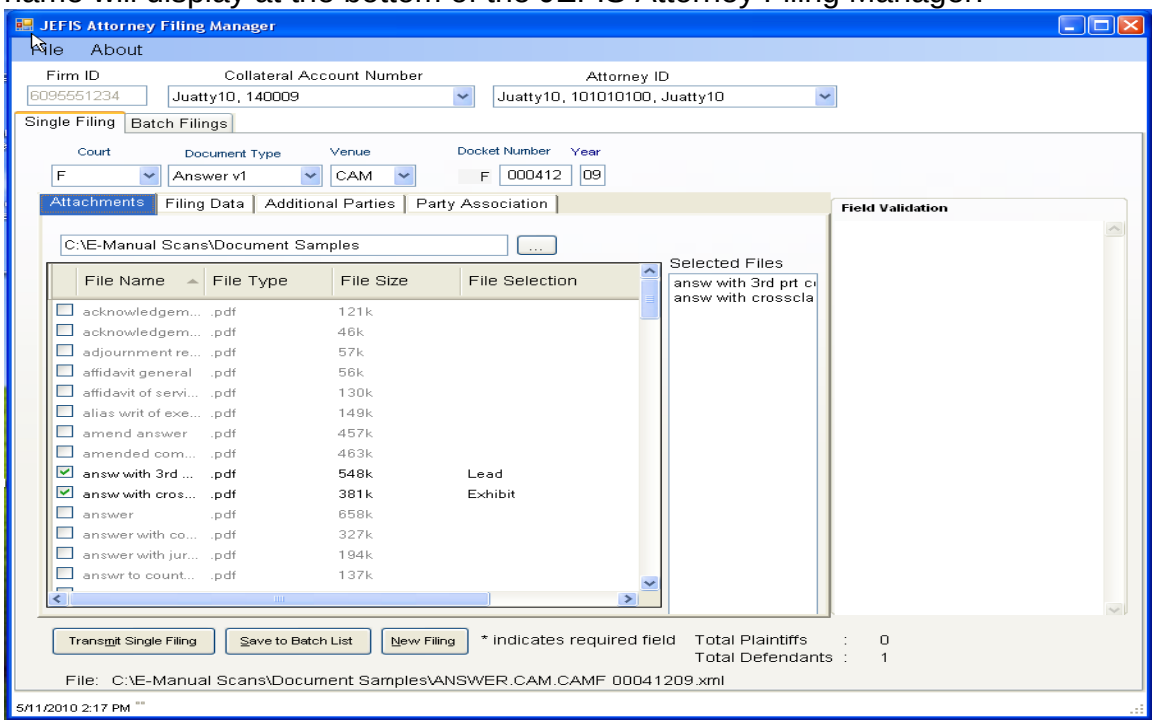
NOTE: See the section titled *Save to Batch List* within the **Common Procedures While Filing** section of this manual for detailed instructions on using the **Save to Batch List** button.

Editing Batch Filings

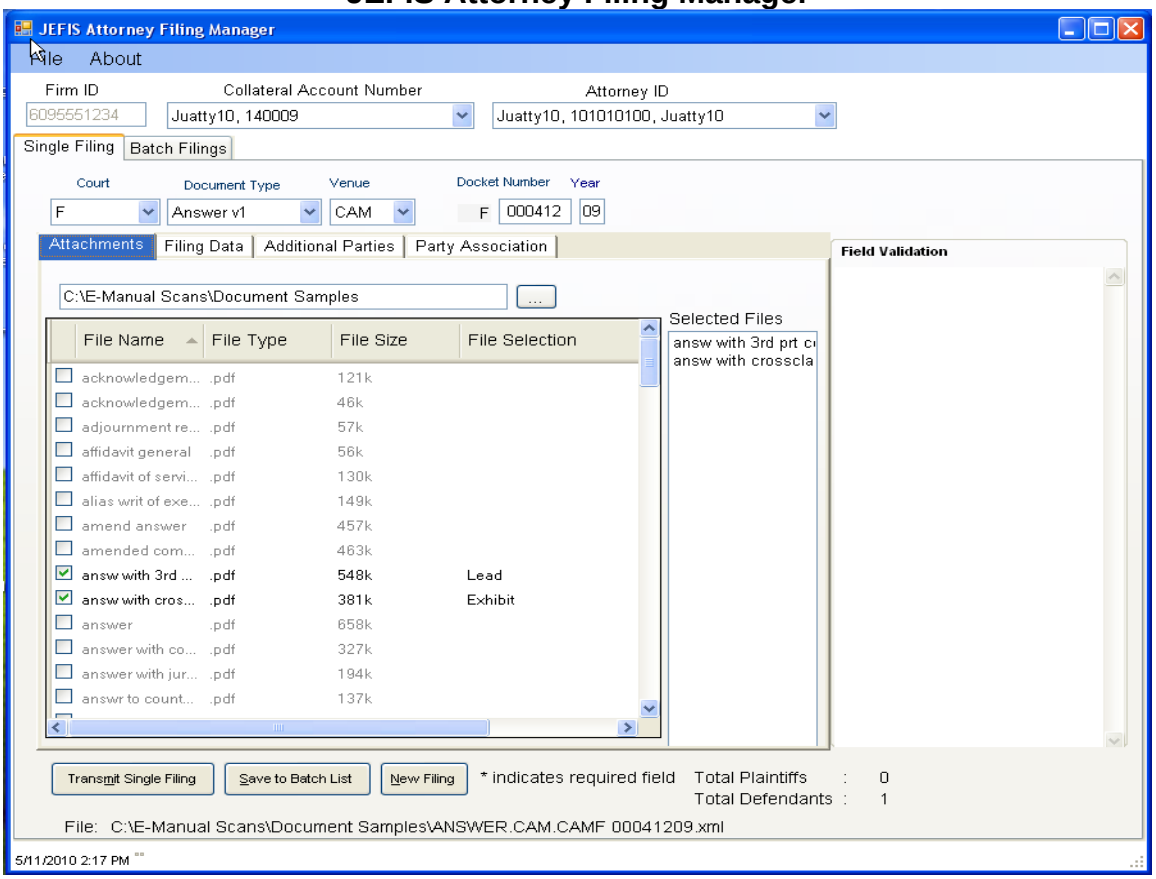
To edit an existing XML file start at the **Batch Filings** tab screen of the JEFIS Attorney Filing Manager and double-click the XML file name to be edited. Be sure to point to the subdirectory you created and now store the XML and other associated files for this transmission.



The RTF, PDF and/or TIF file(s) attached to the XML file will reopen and the file name will display at the bottom of the JEFIS Attorney Filing Manager.

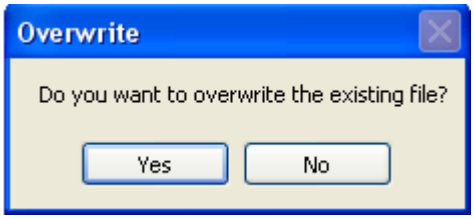


JEFIS Attorney Filing Manager



An RTF, PDF and/or TIF file is attached to a reopened XML file so it can also be unselected. To edit the selected file name on the **Attachments** tab screen return to the subdirectory within which it currently resides and open in the respective editor(s) used for .PDF, .RTF or .TIF.

Unchecking the file will prevent the attachment from being selected and saved by overwriting the existing XML file. Clicking the **Transmit Single Filing** or **Save to Batch List** button will result in the following **Overwrite** message.



To save the edited XML file, click the **Yes** button when asked to overwrite the existing file. Click the **No** button to cancel the editing operation to save the previous XML file. Any updates will be lost.
RTF, PDF and/or TIF documents accompanied by XML files can be e-filed to the New Jersey Courts using the **Transmit Single Filing** function or the **Batch Filings** tab screen of the JEFIS Attorney Filing Manager.

Transmit Single Filing

To e-file a single document (having a PDF, RTF and/or TIF attachment and required XML file), access the JEFIS Attorney Filing Manager, select an RTF, PDF and/or TIF file from the **Attachments** tab screen, complete the **Filing Data** tab screen and, if applicable, the **Additional Parties** and/or **Party Association** tabs, and click the **Transmit Single Filing** button.

> *NOTE*: See the section titled ***Filing Using the JEFIS Attorney Filing Manager*** in this manual for detailed instructions on using the **Attachments**, **Filing Data**, **Associate Parties** and **Party Association** tab screens, as well as instructions on filing for all JEFIS Attorney Filing Manager **Document Types**.

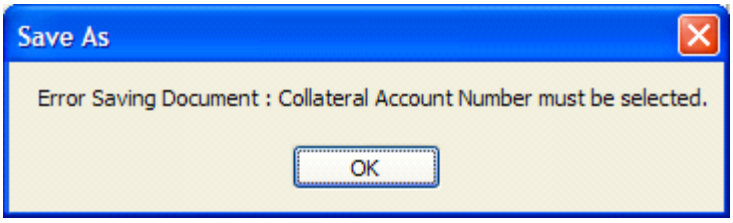
The following Steps will likely follow:

- Review the data entry and click on "**Transmit Single Filing**".
- The JEFIS Attorney Filing Manager performs field validation to check if mandatory fields have been entered. All errors are listed under the "**Field Validation**" section and data fields with an error are marked in red for correction.
- Make the required changes and click on "**Transmit Single Filing**".
- The JEFIS Attorney Filing Manager prompts you for credentials if transmitting for the first time.
- Enter the credentials if transmitting for the first time.
- The JEFIS Attorney Filing Manager validates the credentials and provides a confirmation message if data has been transmitted successfully.
- The JEFIS Attorney Filing Manager will generate an XML file and create a new folder with the current date if one does not exist. The new folder contains the generated XML file along with the supporting files used for e-filing.
- The JEFIS Attorney Filing Manager sends an Acknowledgement email once the **Document Type** has been received.

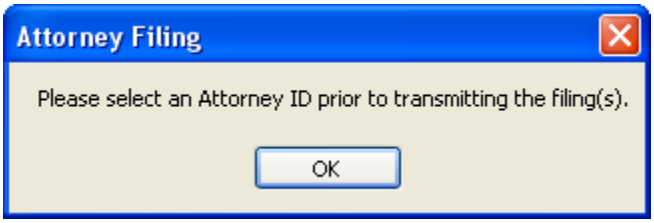
`

If more than one collateral account number or attorney ID was entered on the **Account Information** window during the process of downloading and installing the JEFIS Attorney Filing Manager, the **Collateral Account Number** and/or **Attorney ID** fields on the JEFIS Attorney Filing Manager may be blank.

Attempts to e-file a document with a blank collateral account number will result in the following error message after clicking the **Transmit Single Filing** button.



Attempts to e-file a document with a blank attorney ID will result in the following error message after clicking the **Transmit Single Filing** button.



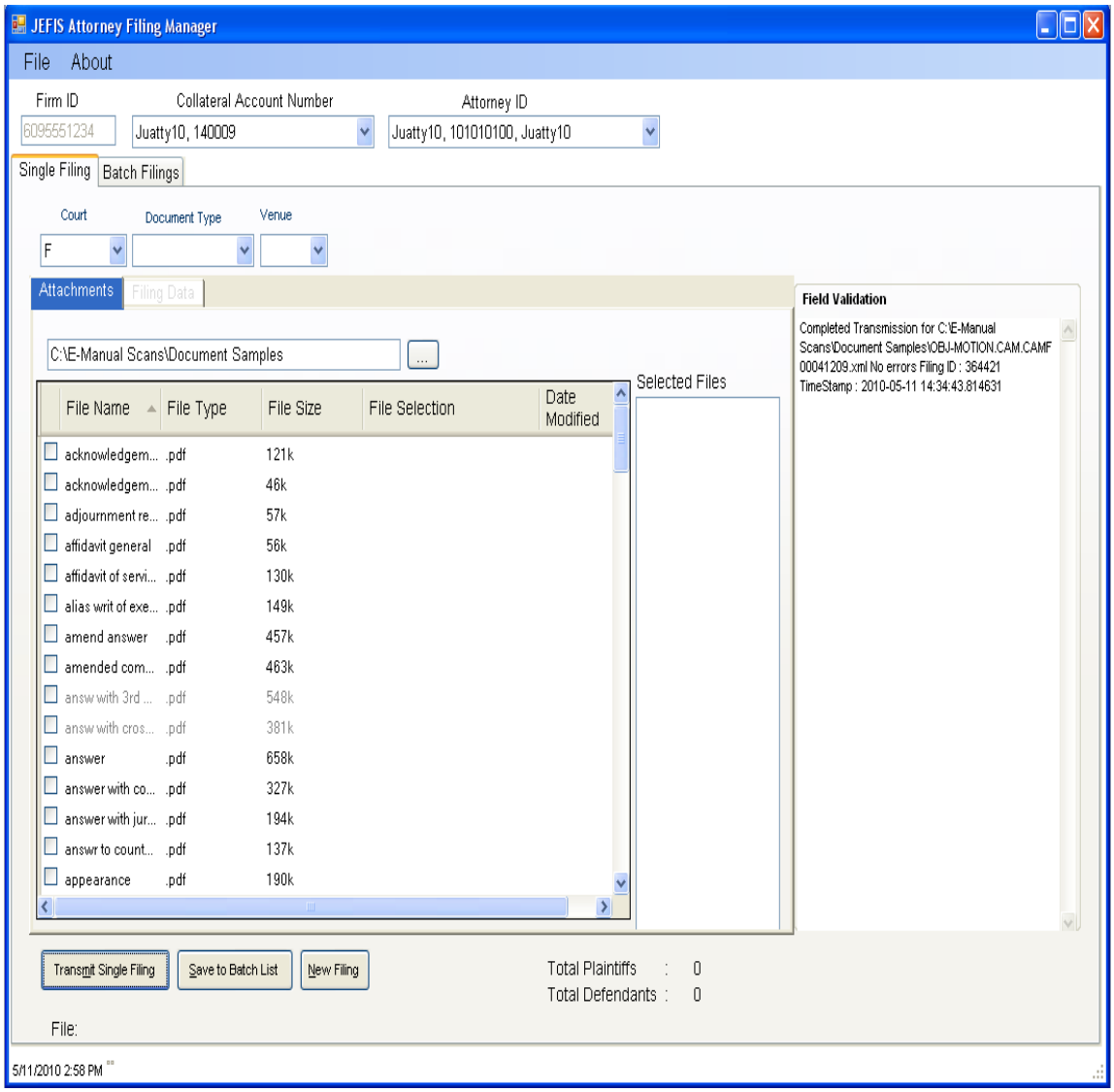
Click the **OK** button on the collateral account number error message or the attorney ID error message to return to the JEFIS Attorney Filing Manager. Select a collateral account number or attorney ID by clicking the down arrow on the **Collateral Account Number** or **Attorney ID** fields.

Click the **Transmit Single Filing** button again. If the file to be transmitted is a complaint with an alternate plaintiff and/or defendant name, a message will appear allowing the entry of additional alternate plaintiff and/or defendant names when the **Transmit Single Filing** button is clicked. To add additional alternate plaintiff or alternate defendant names, click the **Yes** button on the **Save Filing** message to display the **Add Additional Alternate Names** window.

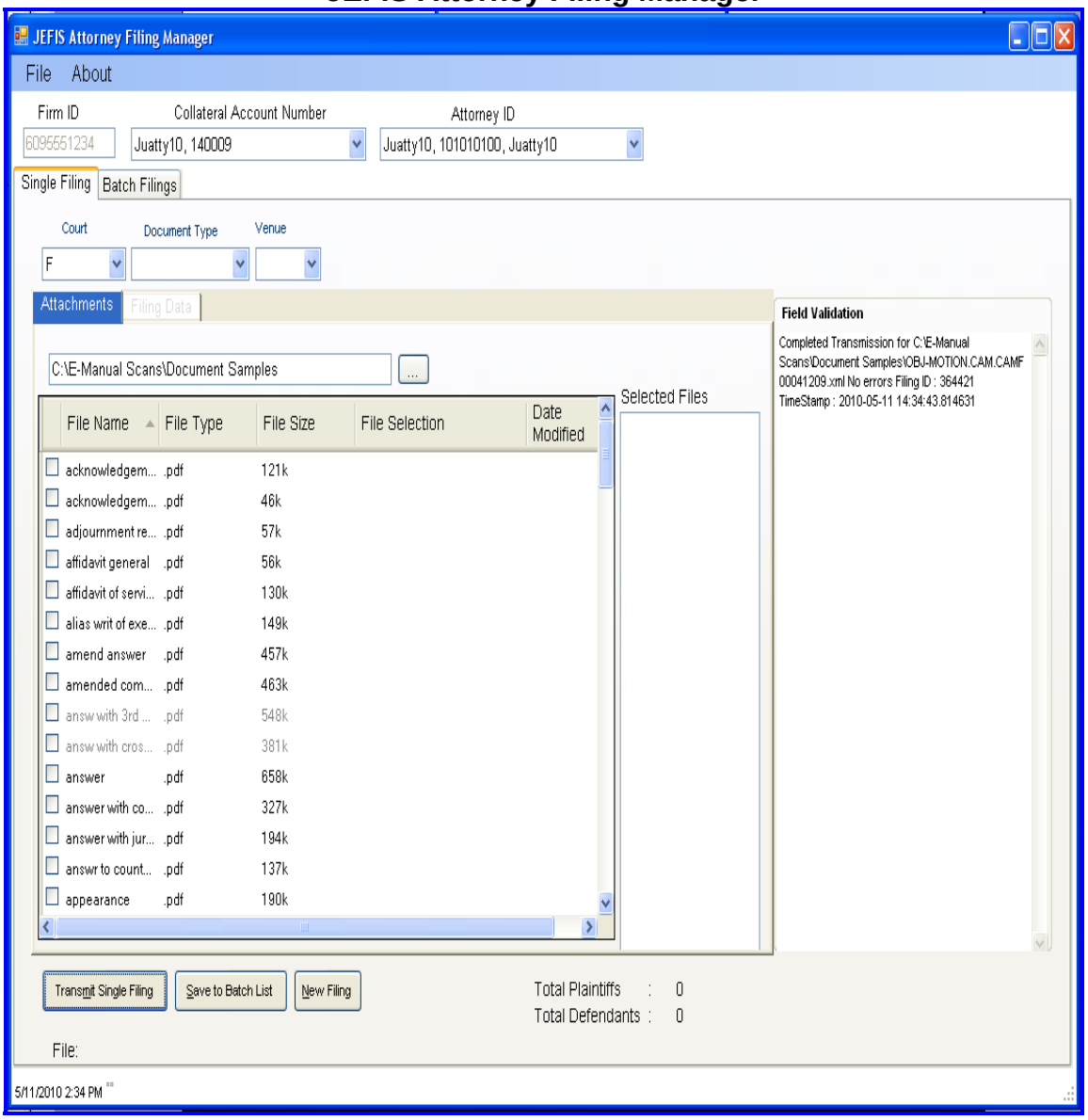
Click the **Transmit Single Filing** button again to begin the transmission process through the **Attorney Filer Login**.

Attorney Filer Login

Enter your name's **Password** and click the **OK** button to process the e-filing and return to the JEFIS Attorney Filing Manager.



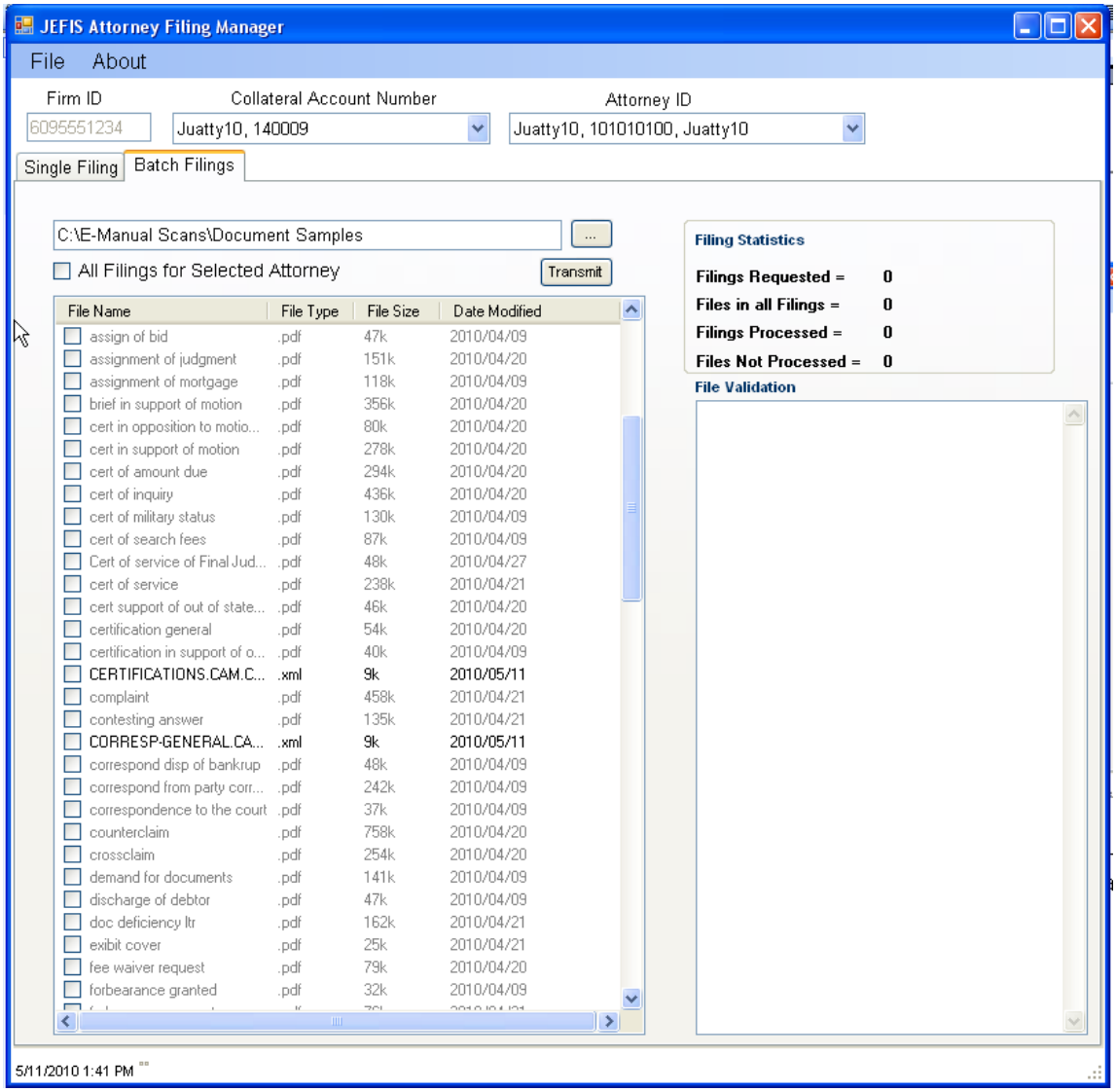
JEFIS Attorney Filing Manager



The attachments that were e-filed are removed from the **File Name** list and the **Field Validation** section displays the status of the e-filing. In the example above, no errors were encountered during the transmission process and the XML file and its attachment were e-filed successfully. Should an error occur, the **Field Validation** section will display the name of the invalid field now highlighted in red on its associated Tab and the error that needs to be corrected prior to e-filing the XML file, its RTF, PDF and/or TIF attachment again.

NOTE: The **Attorney Filer Login** only requires the entry of a password during the initial single e-filing. The **Attorney Filer Login** will retain the password for subsequent single e-filings until a different attorney ID is selected or the JEFIS Attorney Filing Manager is closed and reopened.

Successfully transmitted e-filings are saved in a folder automatically created by the JEFIS Attorney Filing Manager and placed inside the directory where the RTF (PDF and/or TIF, if applicable) file(s) was(were) retrieved for e-filing. The subdirectory name is the date the successful e-filing transmission occurred in YYYYMMDD format.


JEFIS Attorney Filing Manager
File
About
Firm ID
6095551234
Collateral Account Number
Juatty10, 140009
Attorney ID
Juatty10, 101010100, Juatty10
Single Filing
Batch Filings
C:\E-Manual Scans\Document Samples
All Filings for Selected Attorney
Transmit
Filing Statistics
Filings Requested = 0
Files in all Filings = 0
Filings Processed = 0
Files Not Processed = 0
File Validation
File Name
File Type
File Size
Date Modified
assign of bid .pdf 47k 2010/04/09
assignment of judgment .pdf 151k 2010/04/20
assignment of mortgage .pdf 118k 2010/04/09
brief in support of motion .pdf 356k 2010/04/20
cert in opposition to motio... .pdf 80k 2010/04/20
cert in support of motion .pdf 278k 2010/04/20
cert of amount due .pdf 294k 2010/04/20
cert of inquiry .pdf 436k 2010/04/20
cert of military status .pdf 130k 2010/04/09
cert of search fees .pdf 87k 2010/04/09
Cert of service of Final Jud... .pdf 48k 2010/04/27
cert of service .pdf 238k 2010/04/21
cert support of out of state... .pdf 46k 2010/04/20
certification general .pdf 54k 2010/04/20
certification in support of o... .pdf 40k 2010/04/09
CERTIFICATIONS.CAM.C... .xml 9k 2010/05/11
complaint .pdf 458k 2010/04/21
contesting answer .pdf 135k 2010/04/21
CORRESP-GENERAL.CA... .xml 9k 2010/05/11
correspond disp of bankrup .pdf 48k 2010/04/09
correspond from party corr... .pdf 242k 2010/04/09
correspondence to the court .pdf 37k 2010/04/09
counterclaim .pdf 758k 2010/04/20
crossclaim .pdf 254k 2010/04/20
demand for documents .pdf 141k 2010/04/09
discharge of debtor .pdf 47k 2010/04/09
doc deficiency ltr .pdf 162k 2010/04/21
exibit cover .pdf 25k 2010/04/21
fee waiver request .pdf 79k 2010/04/20
forbearance granted .pdf 32k 2010/04/09
5/11/2010 1:41 PM

In the above example, XML and associated files were successfully e-filed on May 11, 2010. Copies of the files are automatically placed in a folder named with the current date that is created by the JEFIS Attorney Filing Manager application within the directory of 'C:\E-Manual Scans\Document Samples.'

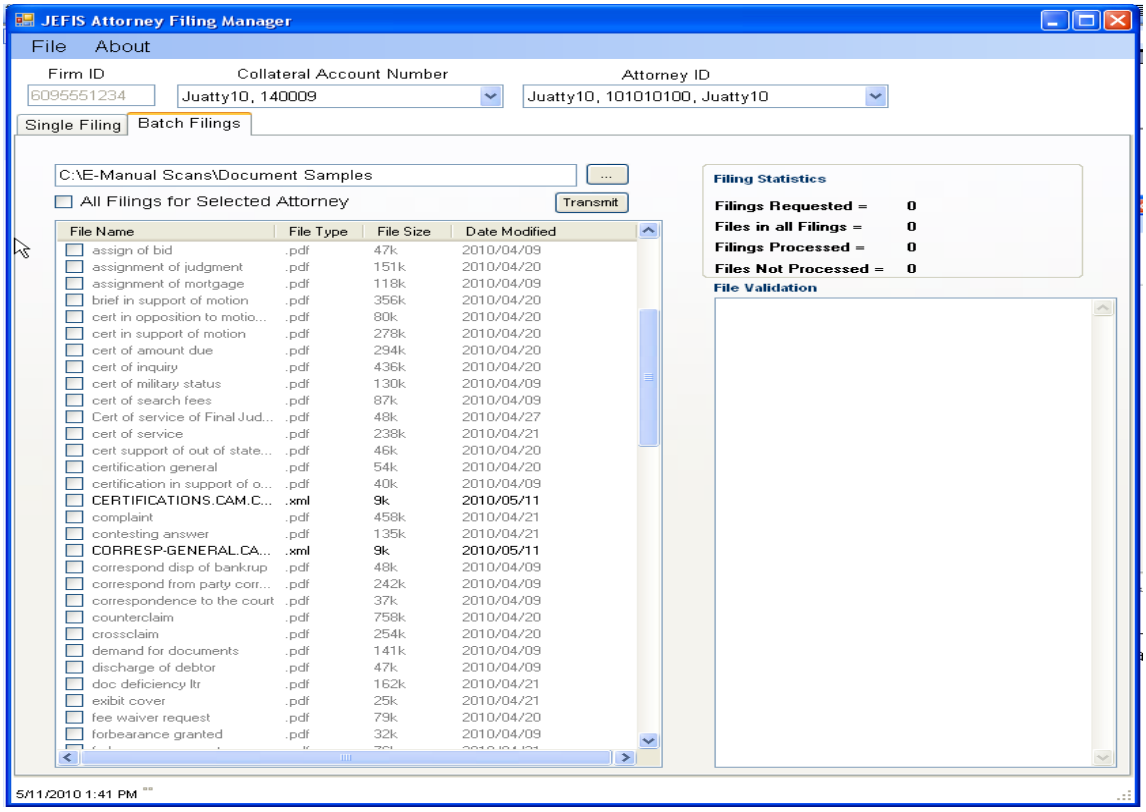
See the section titled ***Confirmation of E-filed Documents*** within the ***Common Procedures While Filing*** *chapter* of this manual for information on an error that may display during the e-filing process and for information on confirmations sent from the Judiciary verifying receipt of e-filed documents.

Batch Filings

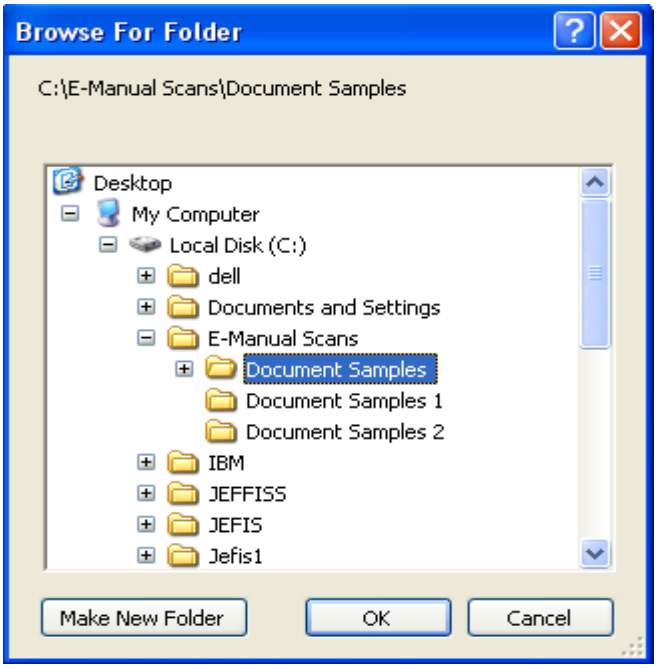
Documents (each having an RTF, XML, PDF and/or TIF extension) saved using the **Save to Batch List** function, can be e-filed using the **Batch Filings** tab screen on the JEFIS Attorney Filing Manager.

The following steps and explanations capture the key tasks The JEFIS Attorney Filing Manager will need to e-file documents in batch:

- Enter the data and instead of transmitting the document as a single filing click on the **Batch Filings** tab on the JEFIS Attorney Filing Manager to display the **Batch Filings** tab screen. This allows the option of creating a batch list file that would allow you to transmit multiple document types as a batch.
- The JEFIS Attorney Filing Manager validates your input and if no errors persist will generate an XML file and store the supporting files for batch transmission. All the files are displayed on the batch filings tab.
- You can choose to transmit individual files for the selected attorney, or use the check box to transmit all filings for that attorney
- The JEFIS Attorney Filing Manager displays the XML files for the selected attorney and the “Filing Statistics” section displays the total files being included in the batch transmission.
- Please click Transmit button after your selection(s).
- The JEFIS Attorney Filing Manager transmits the batch files and provides a confirmation message if data has been transmitted successfully.
- The JEFIS Attorney Filing Manager creates a new folder with the current date if one does not exist. The new folder contains the generated XML file along with the supporting files used for e-filing.
- The JEFIS Attorney Filing Manager sends an acknowledgement email once the batch file has been reviewed for technical errors.

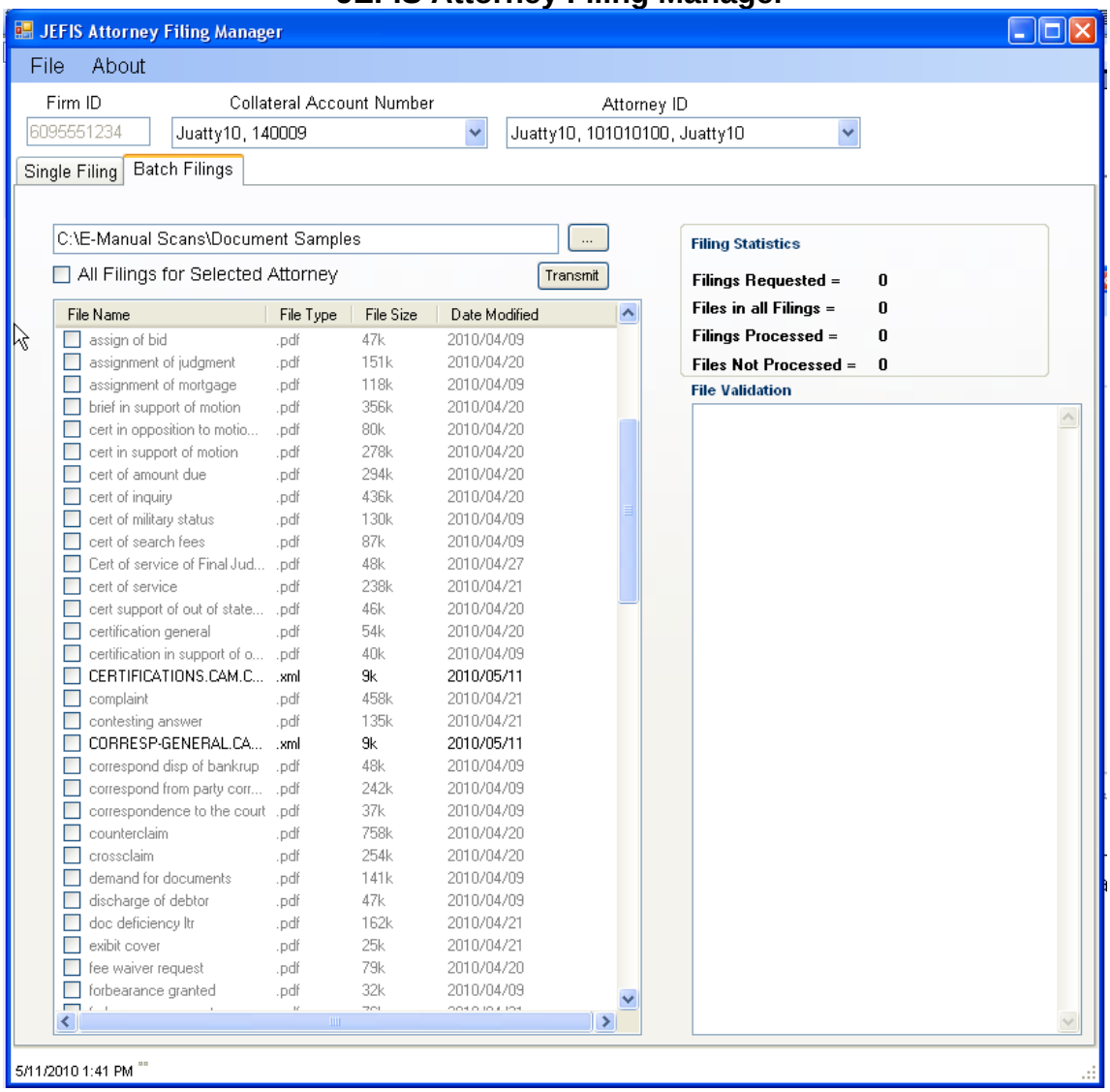


To display the files of a different directory, click the button to the right of the default directory name to display the **Browse for Folder** window.

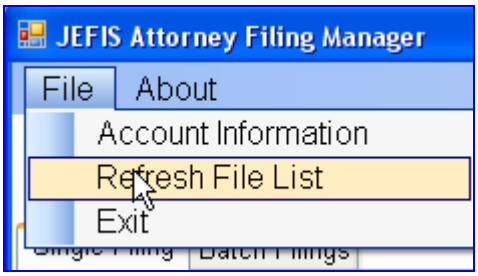


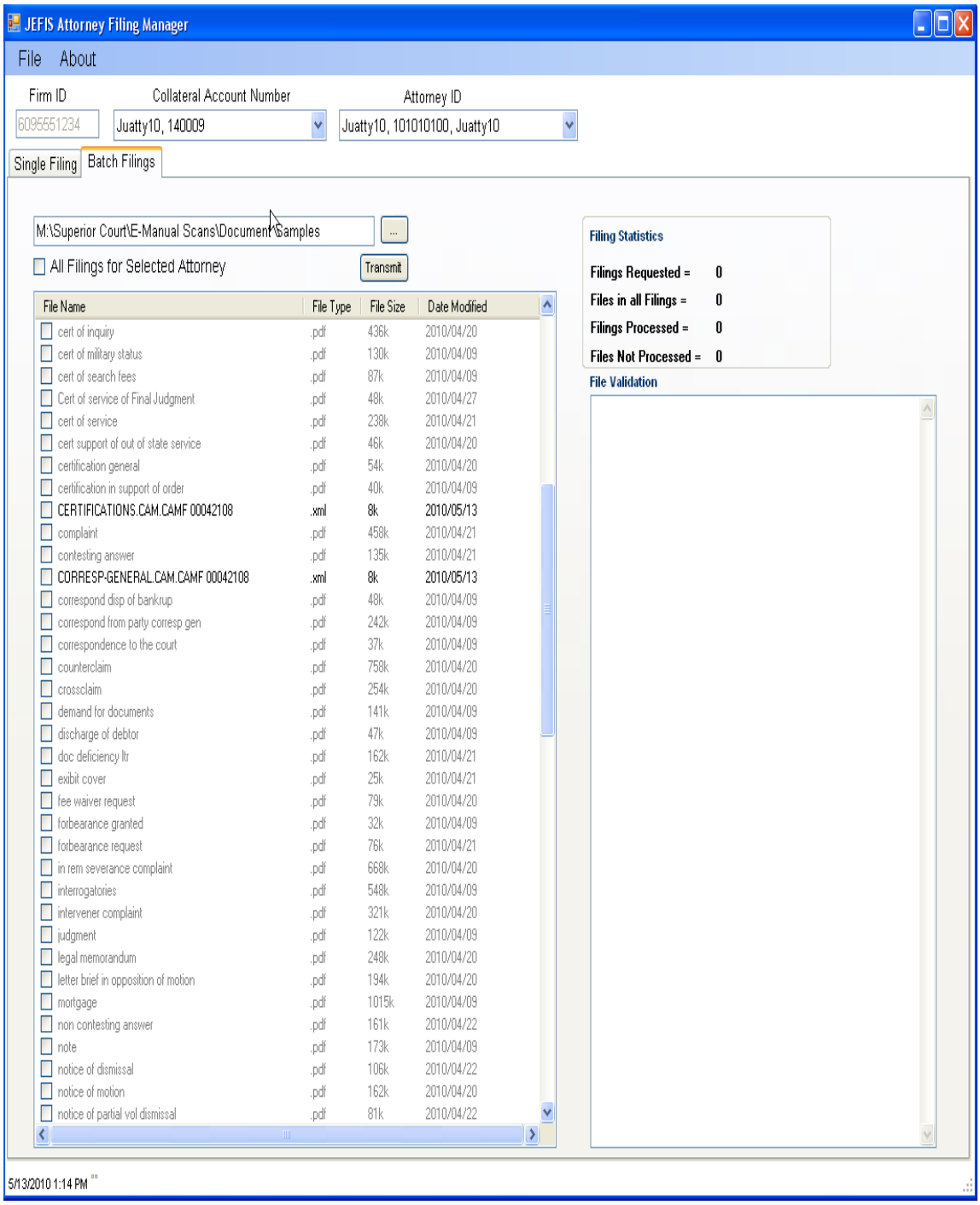
Select the desired directory from the **Browse for Folder** window and then click the **OK** button to return to the JEFIS Attorney Filing Manager.

JEFIS Attorney Filing Manager


JEFIS Attorney Filing Manager
File
About
Firm ID
6095551234
Collateral Account Number
Juatty10, 140009
Attorney ID
Juatty10, 101010100, Juatty10
Single Filing
Batch Filings
C:\E-Manual Scans\Document Samples
All Filings for Selected Attorney
Transmit
File Name
File Type
File Size
Date Modified
assign of bid .pdf 47k 2010/04/09
assignment of judgment .pdf 151k 2010/04/20
assignment of mortgage .pdf 118k 2010/04/09
brief in support of motion .pdf 356k 2010/04/20
cert in opposition to motio... .pdf 80k 2010/04/20
cert in support of motion .pdf 278k 2010/04/20
cert of amount due .pdf 294k 2010/04/20
cert of inquiry .pdf 436k 2010/04/20
cert of military status .pdf 130k 2010/04/09
cert of search fees .pdf 87k 2010/04/09
Cert of service of Final Jud... .pdf 48k 2010/04/27
cert of service .pdf 238k 2010/04/21
cert support of out of state... .pdf 46k 2010/04/20
certification general .pdf 54k 2010/04/20
certification in support of o... .pdf 40k 2010/04/09
CERTIFICATIONS.CAM.C... .xml 9k 2010/05/11
complaint .pdf 458k 2010/04/21
contesting answer .pdf 135k 2010/04/21
CORRESP-GENERAL.CA... .xml 9k 2010/05/11
correspond disp of bankrup .pdf 48k 2010/04/09
correspond from party corr... .pdf 242k 2010/04/09
correspondence to the court .pdf 37k 2010/04/09
counterclaim .pdf 758k 2010/04/20
crossclaim .pdf 254k 2010/04/20
demand for documents .pdf 141k 2010/04/09
discharge of debtor .pdf 47k 2010/04/09
doc deficiency ltr .pdf 162k 2010/04/21
exibit cover .pdf 25k 2010/04/21
fee waiver request .pdf 79k 2010/04/20
forbearance granted .pdf 32k 2010/04/09
Filing Statistics
Filings Requested = 0
Files in all Filings = 0
Filings Processed = 0
Files Not Processed = 0
File Validation
5/11/2010 1:41 PM

To refresh the file list, click **File**, **Refresh File List**. This will allow files that were added to the default work directory after the JEFIS Attorney Filing Manager was accessed to display on the current application session.

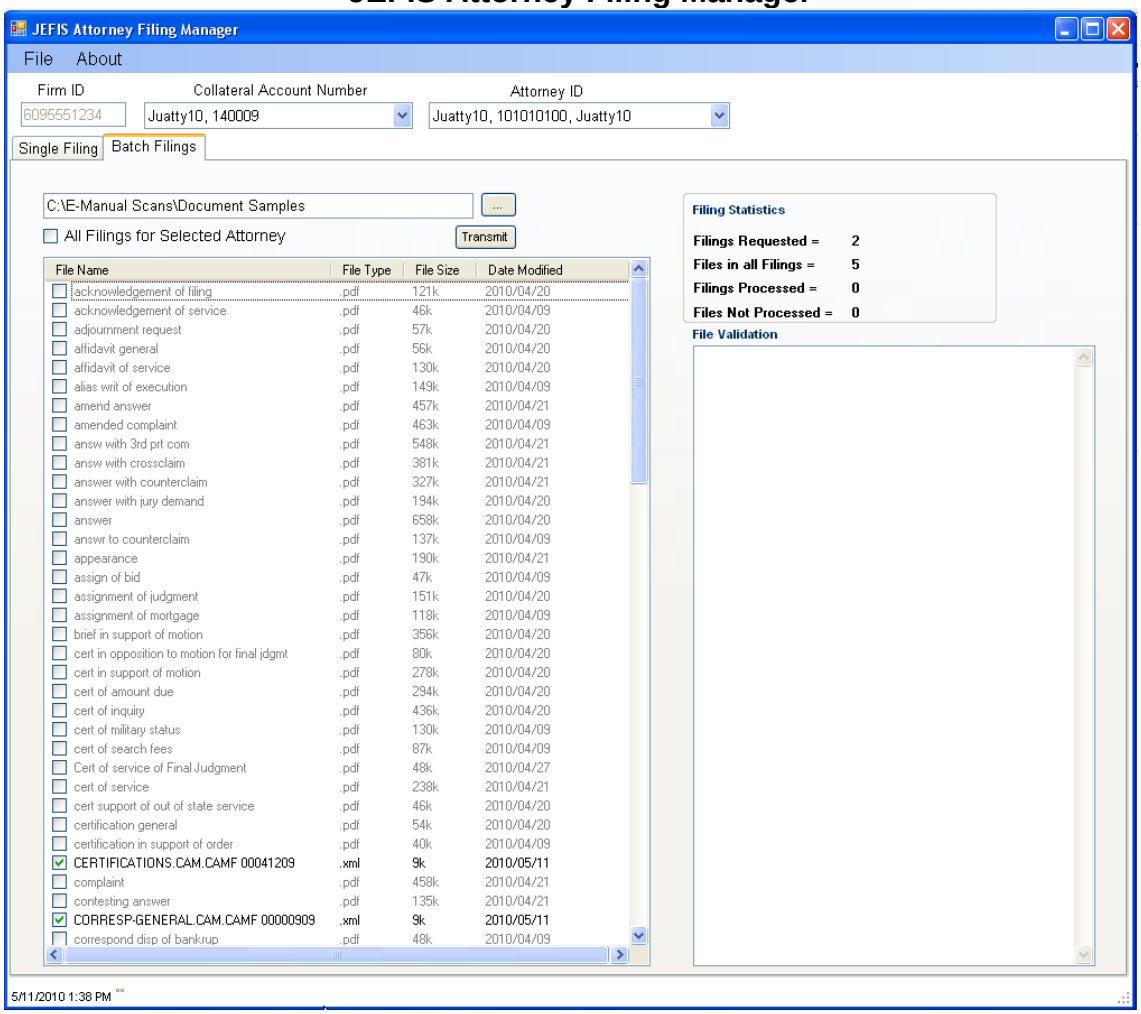



JEFIS Attorney Filing Manager
File About
Firm ID
6095551234
Collateral Account Number
Juatty10, 140009
Attorney ID
Juatty10, 101010100, Juatty10
Single Filing
Batch Filings
M:\Superior Court\E-Manual Scans\Document Samples
All Filings for Selected Attorney
Transmit
File Name
File Type
File Size
Date Modified
cert of inquiry .pdf 436k 2010/04/20
cert of military status .pdf 130k 2010/04/09
cert of search fees .pdf 87k 2010/04/09
Cert of service of Final Judgment .pdf 48k 2010/04/27
cert of service .pdf 238k 2010/04/21
cert support of out of state service .pdf 46k 2010/04/20
certification general .pdf 54k 2010/04/20
certification in support of order .pdf 40k 2010/04/09
CERTIFICATIONS.CAM.CAMF 00042108 .xml 8k 2010/05/13
complaint .pdf 458k 2010/04/21
contesting answer .pdf 135k 2010/04/21
CORRESP-GENERAL.CAM.CAMF 00042108 .xml 8k 2010/05/13
correspond disp of bankrup .pdf 48k 2010/04/09
correspond from party corresp gen .pdf 242k 2010/04/09
correspondence to the court .pdf 37k 2010/04/09
counterclaim .pdf 758k 2010/04/20
crossclaim .pdf 254k 2010/04/20
demand for documents .pdf 141k 2010/04/09
discharge of debtor .pdf 47k 2010/04/09
doc deficiency ltr .pdf 162k 2010/04/21
exibit cover .pdf 25k 2010/04/21
fee waiver request .pdf 79k 2010/04/20
forbearance granted .pdf 32k 2010/04/09
forbearance request .pdf 76k 2010/04/21
in rem severance complaint .pdf 668k 2010/04/20
interrogatories .pdf 548k 2010/04/09
intervener complaint .pdf 321k 2010/04/20
judgment .pdf 122k 2010/04/09
legal memorandum .pdf 248k 2010/04/20
letter brief in opposition of motion .pdf 194k 2010/04/20
mortgage .pdf 1015k 2010/04/09
non contesting answer .pdf 161k 2010/04/22
note .pdf 173k 2010/04/09
notice of dismissal .pdf 106k 2010/04/22
notice of motion .pdf 162k 2010/04/20
notice of partial vol dismissal .pdf 81k 2010/04/22
Filing Statistics
Filings Requested = 0
Files in all Filings = 0
Filings Processed = 0
Files Not Processed = 0
File Validation
5/13/2010 1:14 PM

To select all the XML files created by the attorney displayed in the **Attorney ID** field at the top of the JEFIS Attorney Filing Manager, click the box to the left of the **All Filings for Selected Attorney** field. This will place a checkmark next to each of the XML files created by the attorney in the **Attorney ID** field.

Alternately, XML files created by the attorney in the **Attorney ID** field can be selected individually by clicking in the box to the left of the file name. Note that any file can be selected; however, if it is not for the selected attorney an error will result.

JEFIS Attorney Filing Manager


JEFIS Attorney Filing Manager
File
About
Firm ID
6095551234
Collateral Account Number
Juatty10, 140009
Attorney ID
Juatty10, 101010100, Juatty10
Single Filing
Batch Filings
C:\E-Manual Scans\Document Samples
All Filings for Selected Attorney
Transmit
File Name
File Type
File Size
Date Modified
acknowledgement of filing .pdf 121k 2010/04/20
acknowledgement of service .pdf 46k 2010/04/09
adjournment request .pdf 57k 2010/04/20
affidavit general .pdf 56k 2010/04/20
affidavit of service .pdf 130k 2010/04/20
alias writ of execution .pdf 149k 2010/04/09
amend answer .pdf 457k 2010/04/21
amended complaint .pdf 463k 2010/04/09
answ with 3rd prt com .pdf 548k 2010/04/21
answ with crossclaim .pdf 381k 2010/04/21
answer with counterclaim .pdf 327k 2010/04/21
answer with jury demand .pdf 194k 2010/04/20
answer .pdf 658k 2010/04/20
answr to counterclaim .pdf 137k 2010/04/09
appearance .pdf 190k 2010/04/21
assign of bid .pdf 47k 2010/04/09
assignment of judgment .pdf 151k 2010/04/20
assignment of mortgage .pdf 118k 2010/04/09
brief in support of motion .pdf 356k 2010/04/20
cert in opposition to motion for final jdgmt .pdf 80k 2010/04/20
cert in support of motion .pdf 278k 2010/04/20
cert of amount due .pdf 294k 2010/04/20
cert of inquiry .pdf 436k 2010/04/20
cert of military status .pdf 130k 2010/04/09
cert of search fees .pdf 87k 2010/04/09
Cert of service of Final Judgment .pdf 48k 2010/04/27
cert of service .pdf 238k 2010/04/21
cert support of out of state service .pdf 46k 2010/04/20
certification general .pdf 54k 2010/04/20
certification in support of order .pdf 40k 2010/04/09
CERTIFICATIONS.CAM.CAMF 00041209 .xml 9k 2010/05/11
complaint .pdf 458k 2010/04/21
contesting answer .pdf 135k 2010/04/21
CORRESP-GENERAL.CAM.CAMF 00000909 .xml 9k 2010/05/11
correspond disp of bankrup .pdf 48k 2010/04/09
Filing Statistics
Filings Requested = 2
Files in all Filings = 5
Filings Processed = 0
Files Not Processed = 0
File Validation
5/11/2010 1:38 PM

Filing Statistics are recorded as XML files are selected. In the example above, the **Filing Statistics** section of the **Batch Filings** tab screen records the selection of three XML files. The total files contained in the e-filing are calculated as five.

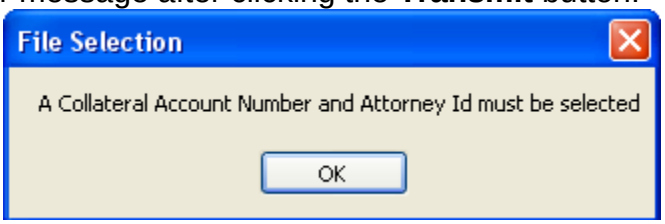
Click the **Transmit** button to begin the process of e-filing the selected XML files and display the **Attorney Filer Login**.

> *NOTE*: Selecting and e-filing XML files created by an attorney other than the attorney displayed in the **Attorney ID** field at the top of the JEFIS Attorney Filing Manager will result in an incomplete transmission error. Be sure the attorney displayed in the **Attorney ID** field is the attorney who created the XML file to be transmitted.

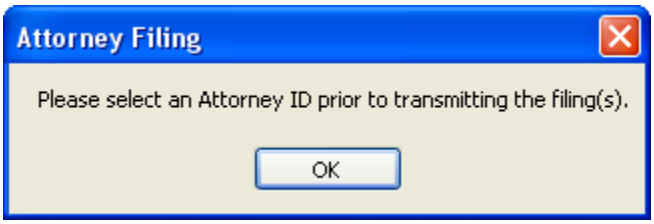
If more than one collateral account number or attorney ID was entered on the **Account Information** window during the process of downloading and installing the JEFIS Attorney Filing Manager, the **Collateral Account Number** and/or **Attorney ID** fields on the JEFIS Attorney Filing Manager may be blank.

NOTE: See the section titled Accessing the JEFIS Attorney Filing Manager within the ***ACCESSING THE JEFIS FORECLOSURE ATTORNEY FILING MANAGER*** *chapter* of this manual for direction on changing **Account Information** window settings.

Attempts to e-file a document with a blank collateral account number will result in the following error message after clicking the **Transmit** button.



Attempts to e-file a document with a blank attorney ID will result in the following error message after clicking the **Transmit** button.



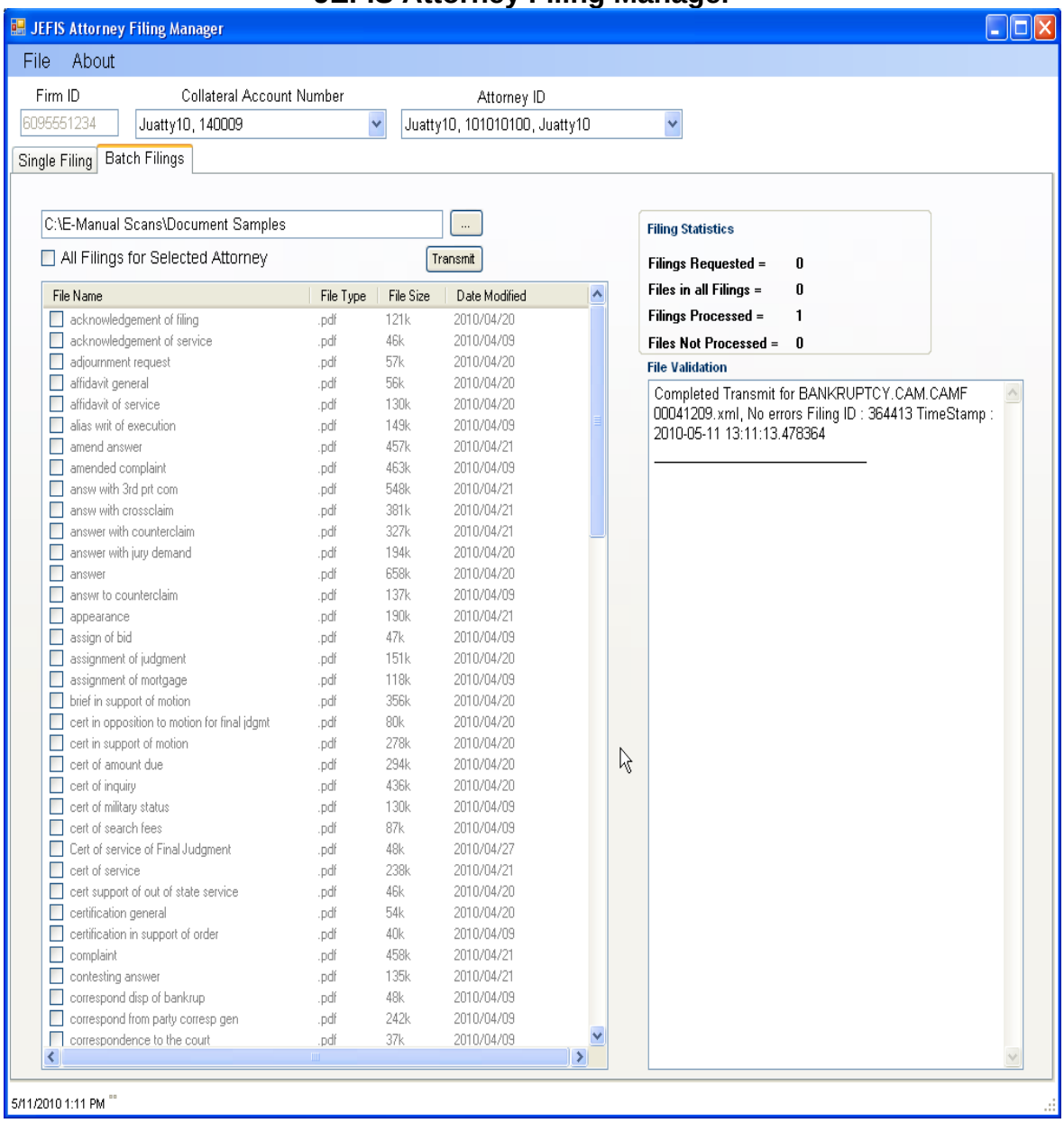
Click the **OK** button on the collateral account number error message or the attorney ID error message to return to the JEFIS Attorney Filing Manager. Select a collateral account number or attorney ID by clicking the down arrow on the **Collateral Account Number** or **Attorney ID** fields.

Click the **Transmit** button on the **Batch Filings** tab screen again to display the **Attorney Filer Login**.

Attorney Filer Login

Enter **Password** and click the **OK** button to process the e-filing and return to the JEFIS Attorney Filing Manager.

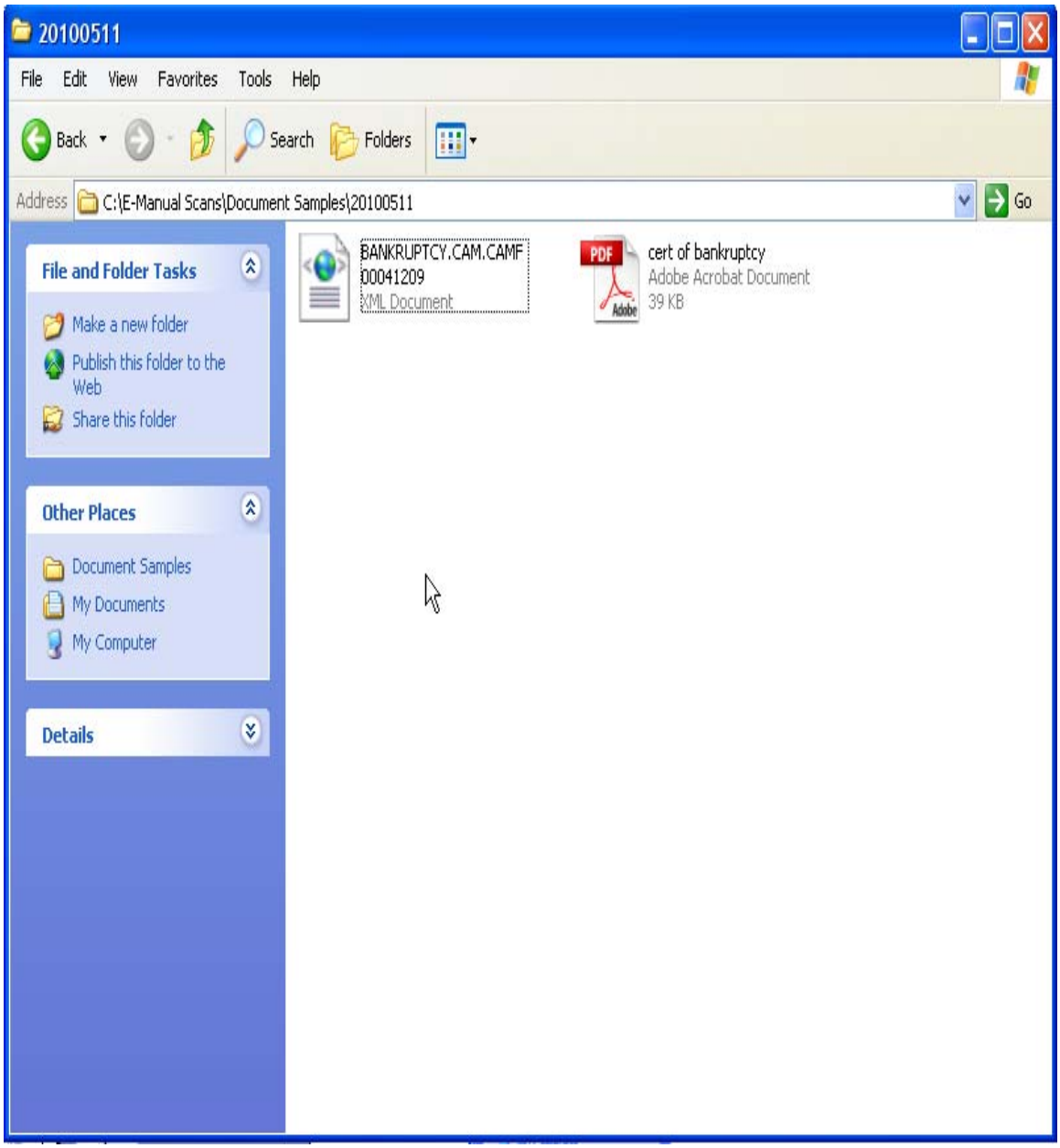
JEFIS Attorney Filing Manager


JEFIS Attorney Filing Manager
File
About
Firm ID
6095551234
Collateral Account Number
Juatty10, 140009
Attorney ID
Juatty10, 101010100, Juatty10
Single Filing
Batch Filings
C:\E-Manual Scans\Document Samples
All Filings for Selected Attorney
Transmit
File Name
File Type
File Size
Date Modified
acknowledgement of filing .pdf 121k 2010/04/20
acknowledgement of service .pdf 46k 2010/04/09
adjournment request .pdf 57k 2010/04/20
affidavit general .pdf 56k 2010/04/20
affidavit of service .pdf 130k 2010/04/20
alias writ of execution .pdf 149k 2010/04/09
amend answer .pdf 457k 2010/04/21
amended complaint .pdf 463k 2010/04/09
answ with 3rd prt com .pdf 548k 2010/04/21
answ with crossclaim .pdf 381k 2010/04/21
answer with counterclaim .pdf 327k 2010/04/21
answer with jury demand .pdf 194k 2010/04/20
answer .pdf 658k 2010/04/20
answr to counterclaim .pdf 137k 2010/04/09
appearance .pdf 190k 2010/04/21
assign of bid .pdf 47k 2010/04/09
assignment of judgment .pdf 151k 2010/04/20
assignment of mortgage .pdf 118k 2010/04/09
brief in support of motion .pdf 356k 2010/04/20
cert in opposition to motion for final jdgmt .pdf 80k 2010/04/20
cert in support of motion .pdf 278k 2010/04/20
cert of amount due .pdf 294k 2010/04/20
cert of inquiry .pdf 436k 2010/04/20
cert of military status .pdf 130k 2010/04/09
cert of search fees .pdf 87k 2010/04/09
Cert of service of Final Judgment .pdf 48k 2010/04/27
cert of service .pdf 238k 2010/04/21
cert support of out of state service .pdf 46k 2010/04/20
certification general .pdf 54k 2010/04/20
certification in support of order .pdf 40k 2010/04/09
complaint .pdf 458k 2010/04/21
contesting answer .pdf 135k 2010/04/21
correspond disp of bankrup .pdf 48k 2010/04/09
correspond from party corresp gen .pdf 242k 2010/04/09
correspondence to the court .pdf 37k 2010/04/09
Filing Statistics
Filings Requested = 0
Files in all Filings = 0
Filings Processed = 1
Files Not Processed = 0
File Validation
Completed Transmit for BANKRUPTCY.CAM.CAMF 00041209.xml, No errors Filing ID : 364413 TimeStamp : 2010-05-11 13:11:13.478364
5/11/2010 1:11 PM

The XML files that were e-filed are removed from the **File Name** list and the **File Validation** section displays the status of the e-filed XML files. In the example above, no errors were encountered during the transmission process and the XML file and PDF attachment was e-filed successfully. Should an error occur, the **File Validation** section will note the error(s) that affect required fields first then those that fail data validation tests for optional fields.

NOTE: The **Attorney Filer Login** only requires the entry of a password during the initial batch e-filing for a selected attorney ID. The **Attorney Filer Login** will retain the password for subsequent batch e-filings until a different attorney ID is selected or the JEFIS Attorney Filing Manager is closed and reopened.

Successfully transmitted e-filings are saved in a folder automatically created by the JEFIS Attorney Filing Manager and placed inside the directory where the RTF, PDF and/or TIF file was retrieved for e-filing. The subdirectory name is the date the successful e-filing transmission occurred in YYYYMMDD format.



In the above example, XML and associated PDF files were successfully e-filed on May 11, 2010. Copies of the files are automatically placed in the subdirectory '20100511' created by the JEFIS Attorney Filing Manager application within the directory of 'C:\E-Manual Scans\Document Samples.'

Confirmation of E-filed Documents

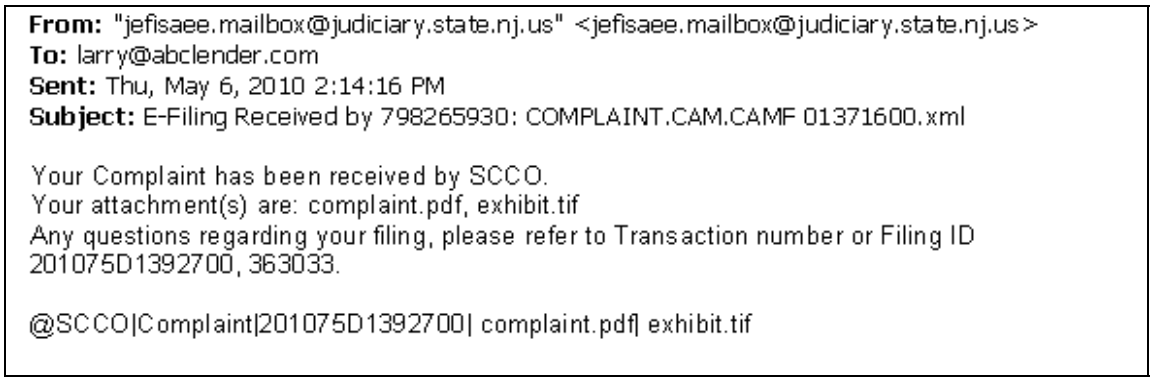
Confirmations of receipt of e-filed documents will be returned from the Judiciary through e-mail.

Confirmation of E-filed Documents

Confirmations of receipt of e-filed documents will be returned from the Judiciary through e-mail.

To view confirmations of receipt of e-filings, click the **Inbox** folder of the e-mail account that was provided to the Superior Court Clerk's Office in the participation agreement..

The **Inbox** folder contains confirmations of received e-filings along with a message displaying the type of document received, the name of the receiving county, related attachment(s) and **Filing ID**. This **Filing ID** is the same ID that appears in the **Field Validation section when transmitting the files**.



From: "jefisaee.mailbox@judiciary.state.nj.us" <jefisaee.mailbox@judiciary.state.nj.us>
To: larry@abclender.com
Sent: Thu, May 6, 2010 2:14:16 PM
Subject: E-Filing Received by 798265930: COMPLAINT.CAM.CAMF 01371600.xml

Your Complaint has been received by SCCO.
Your attachment(s) are: complaint.pdf, exhibit.tif
Any questions regarding your filing, please refer to Transaction number or Filing ID 201075D1392700, 363033.

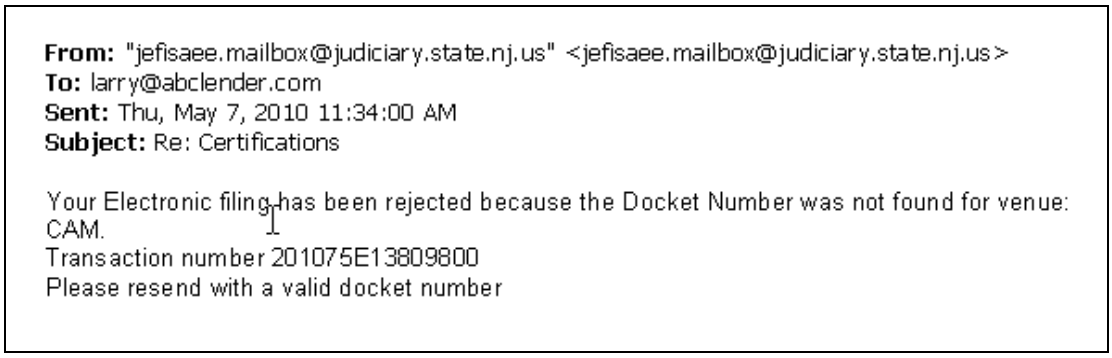
@SCCO|Complaint|201075D1392700| complaint.pdf| exhibit.tif

Sample confirmation message

NOTE: Do NOT reply to a JEFIS email confirmation as such replies are not received by the courts and are automatically deleted.

In the example above, the **Inbox** folder contains confirmation of a complaint from Camden County, its attachments (complaint.pdf, exhibit.tif) and its **Transaction number and Filing ID**.

The **Inbox** folder may also contain messages indicating that an electronic filing was rejected, the reason for its rejection, the receiving county, transaction ID and instructions to correct the invalid file.


From: "jefisaee.mailbox@judiciary.state.nj.us" <jefisaee.mailbox@judiciary.state.nj.us>
To: larry@abclender.com
Sent: Thu, May 7, 2010 11:34:00 AM
Subject: Re: Certifications

Your Electronic filing has been rejected because the Docket Number was not found for venue: CAM.
Transaction number 201075E13809800
Please resend with a valid docket number

Sample rejection message

In the example above, the **Inbox** folder contains a message indicating an e-filed certification was rejected due to an invalid docket number. Instruction is provided to correct the docket number prior to re-filing the certification electronically.

Party Association

To associate parties to a Document Type, click the **Party Association** tab on the JEFIS Attorney Filing Manager to display the **Party Association** tab screen.

Follow the steps outlined below:

- Review the data and click on the **Party Association** tab.
- The JEFIS Attorney Filing Manager displays the **Party Association** tab and an option to "**Associate Party**"
- Please click on "**Associate Party**".
- The JEFIS Attorney Filing Manager displays "**Party Association**" screen with the following data entry fields for all document types except **Judgment** and **Judgment-OptF**:

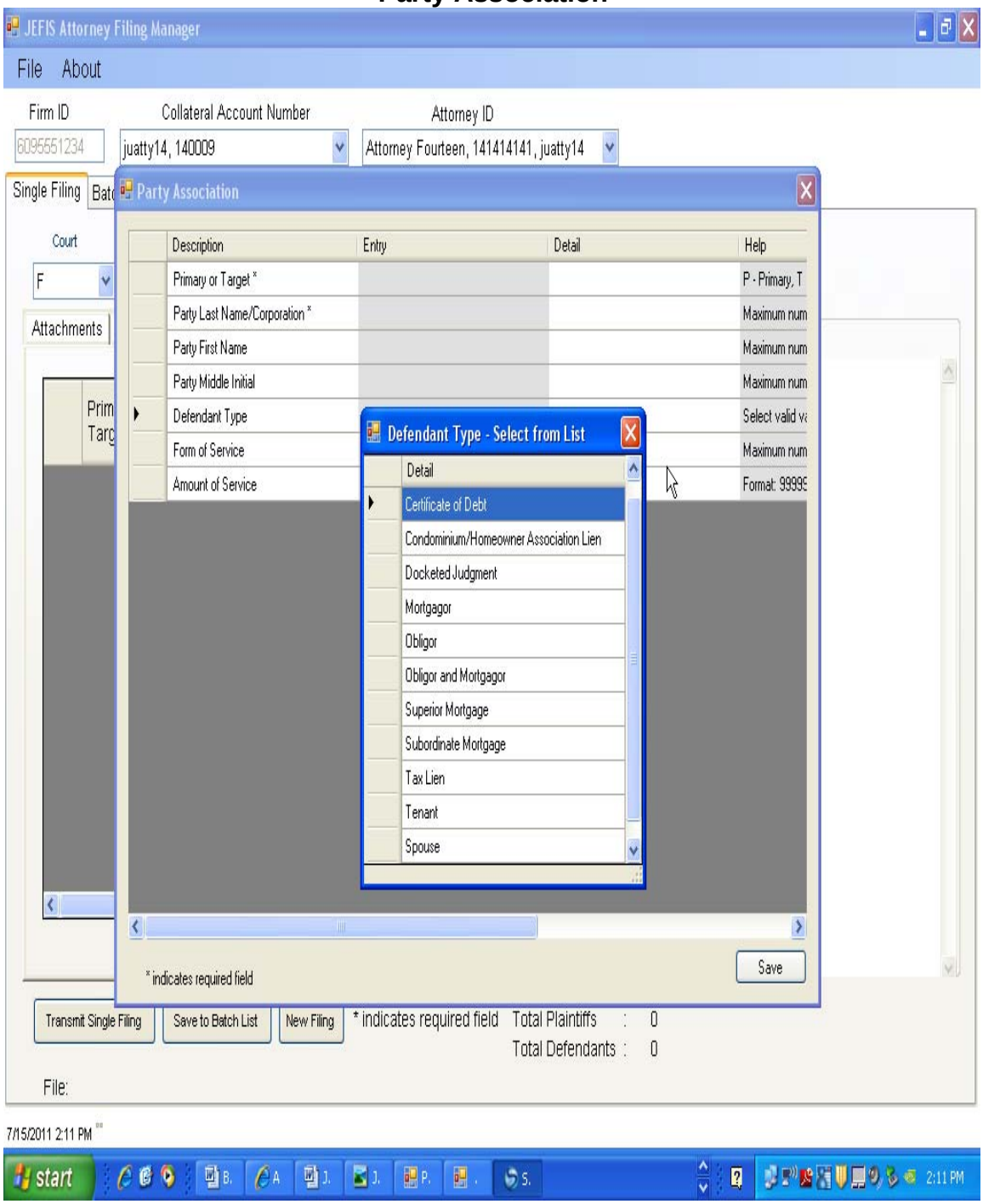
Field Name	Mandatory (Y / N)	Help Values
Primary or Target	Y	Valid values: P Primary, T Target
Party Last Name	Y except when Party Affiliation Code is 'FRP – Forclosure Property' Not Mandatory, N.	Maximum no of characters : 30
Party First Name	N	Maximum no. of characters : 9
Party Middle Initial	N	Maximum no. of characters : 1

- Mandatory fields are displayed on the screen with an asterisk next to the field name.
- Enter the data values and if in doubt press F1 or move the mouse-over the data entry field for additional information about the valid values / format to be used for the specific field.

NOTE: The **Party Association** tab will only display when a document type is selected on the **Filing Data** tab screen and that type has the **Party Association** tab enabled.

Click the **Associate Party** button on the **Party Association** tab screen to display the **Party Association** window.

Party Association



The items followed by an asterisk (*) in the **Description** column are required fields. Attempts to save the **Party Association** without an entry in these fields will result in an error message. ONLY **Judgments** and **Judgments-OptF** have the **Party Association** fields as shown above.

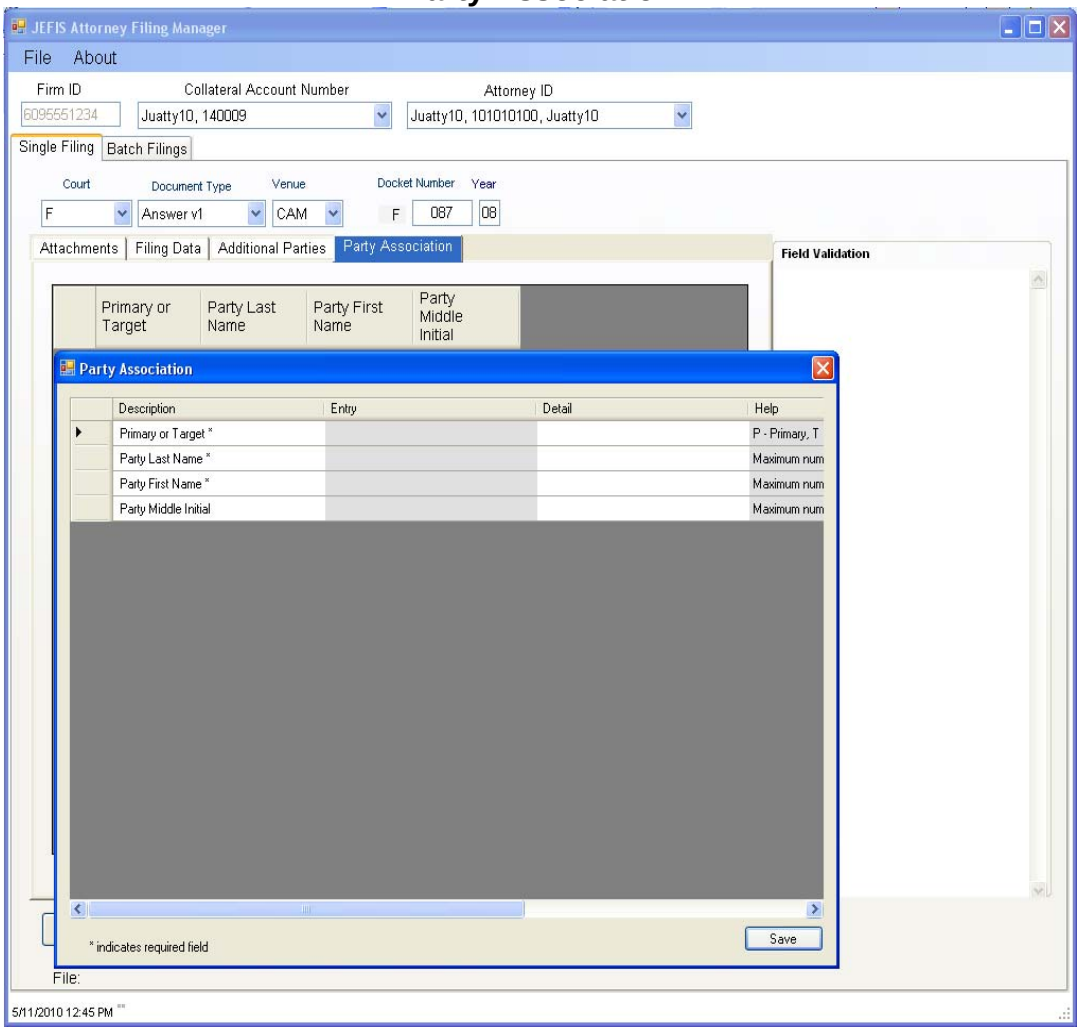
Continue to place entries in the **Entry** column using the information provided in the **Help** column as a guide to formatting and valid field entries.

Click the **Save** button when completed placing entries in the **Entry** column. If entry errors exist, an error message will display indicating the fields with invalid or missing entries. In the example below, the 'Party Last Name' field is blank and requires an entry prior to saving.

If an error message displays, click the **OK** button to return to the **Party Association** window and correct the error prior to clicking the **Save** button again.

If no entry errors exist, clicking the **Save** button on the **Party Association** window will display the JEFIS Attorney Filing Manager with the Additional parties.

Party Association

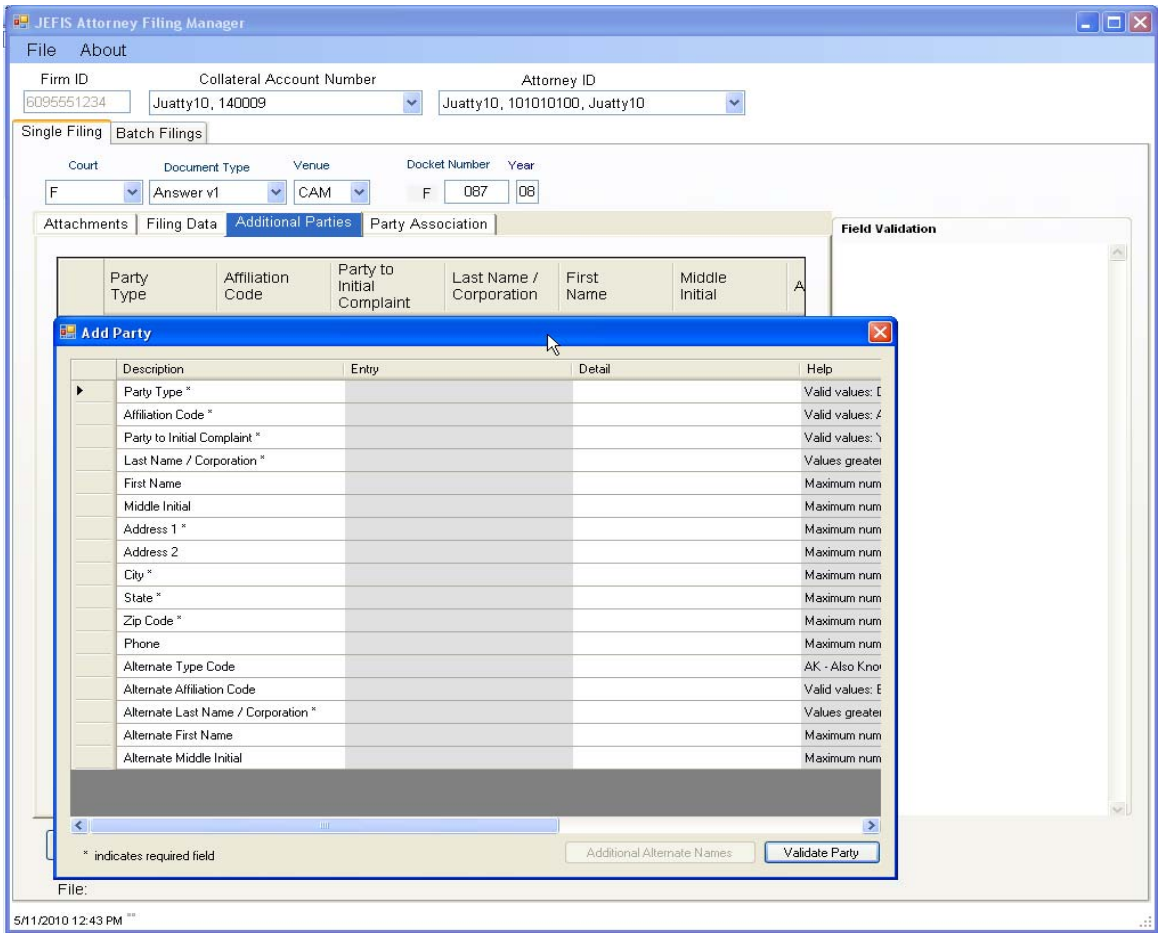


NOTE: Double-clicking on a party displayed in the **Party Association** tab screen will provide access to the entries recorded for the party on the **Party Association** window.

Additional Parties

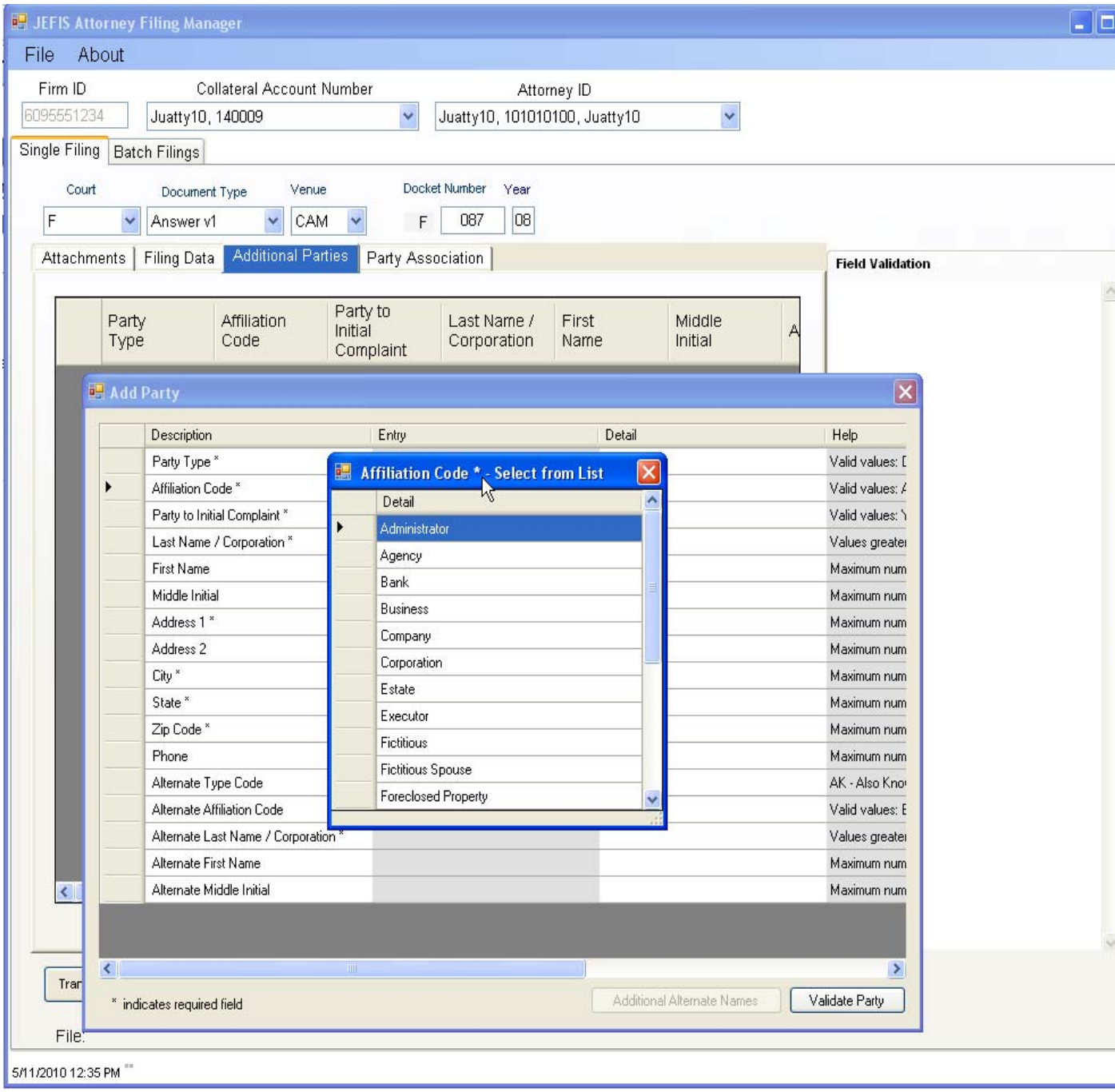
If Additional Parties exist, click the **Additional Parties** tab on the JEFIS Attorney Filing Manager to display the **Additional Parties** tab screen.

> *NOTE*: The ability to add an additional party is based on the **Document Type** selected on the **Filing Data** tab screen. See the **APPENDIX** for a list of document types that can contain Additional Parties and their detailed data description.



On the **Additional Parties** tab screen, click the **Add Party** button to display the **Add Party** window. The items followed by an asterisk (*) in the **Description** column are required fields. Attempts to validate a party without an entry in these fields will result in an error message.

Tables of valid entries are available for some fields that require the entry of a code. These tables are accessed by using the F1 key when the cursor is in the field or by double-clicking in the field. For example, clicking in the **Entry** column next to the 'Affiliation Code' **Description** and pressing F1 (or double-clicking in the field) displays a table of valid party type entries.

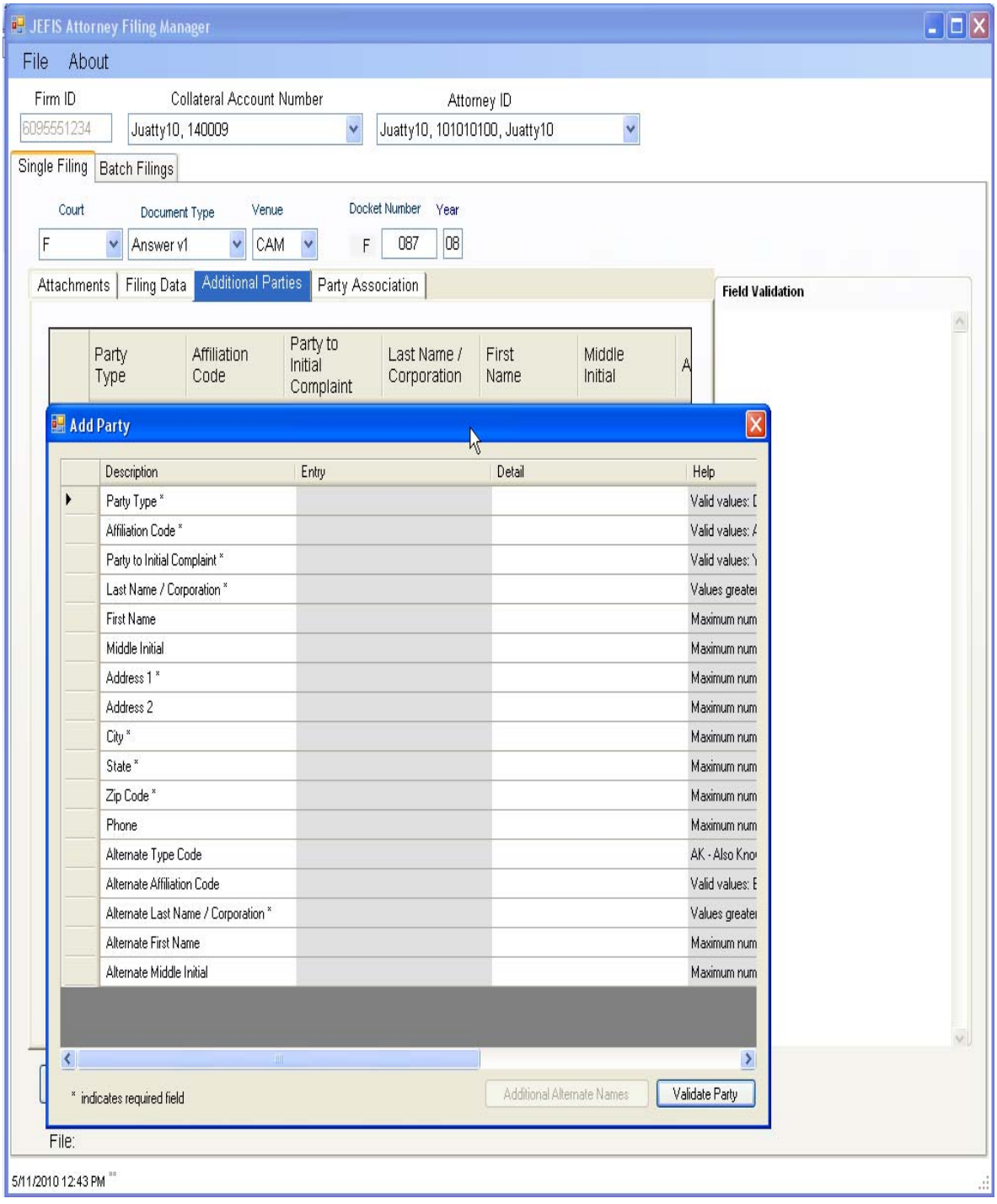


Clicking an 'Affiliation Code' in the table places the Affiliation Code value in the corresponding **Entry** field on the **Add Party** window and places the code's description in the **Detail** column.

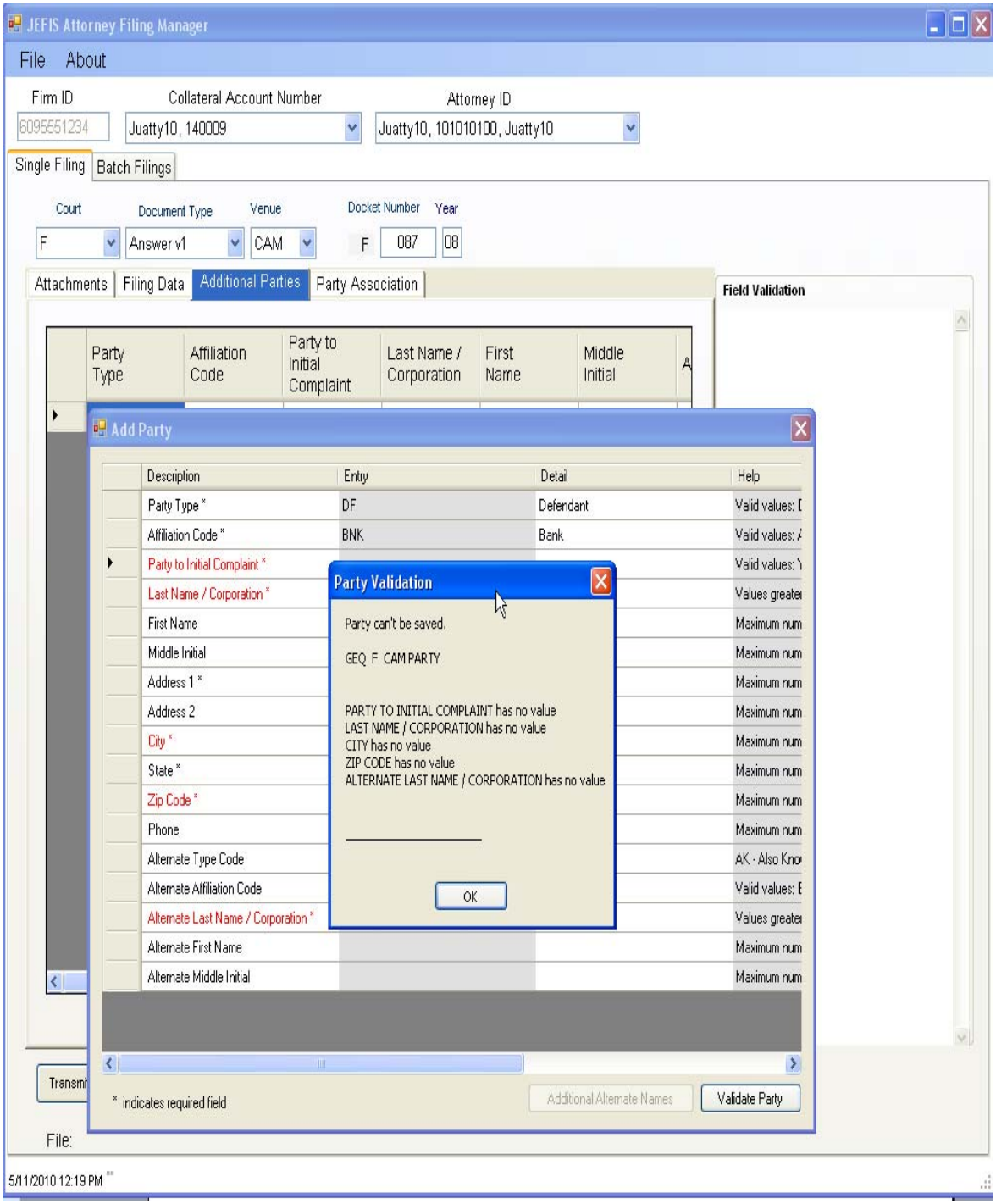
> <u>*NOTE*</u>: The *APPENDIX* contains a description of each **Entry** field on the **Additional Parties** window.

Continue to place entries in the **Entry** column on the **Add Party** window using the information provided in the **Help** column as a guide to formatting and valid field entries. When completed, click the **Validate Party** button.

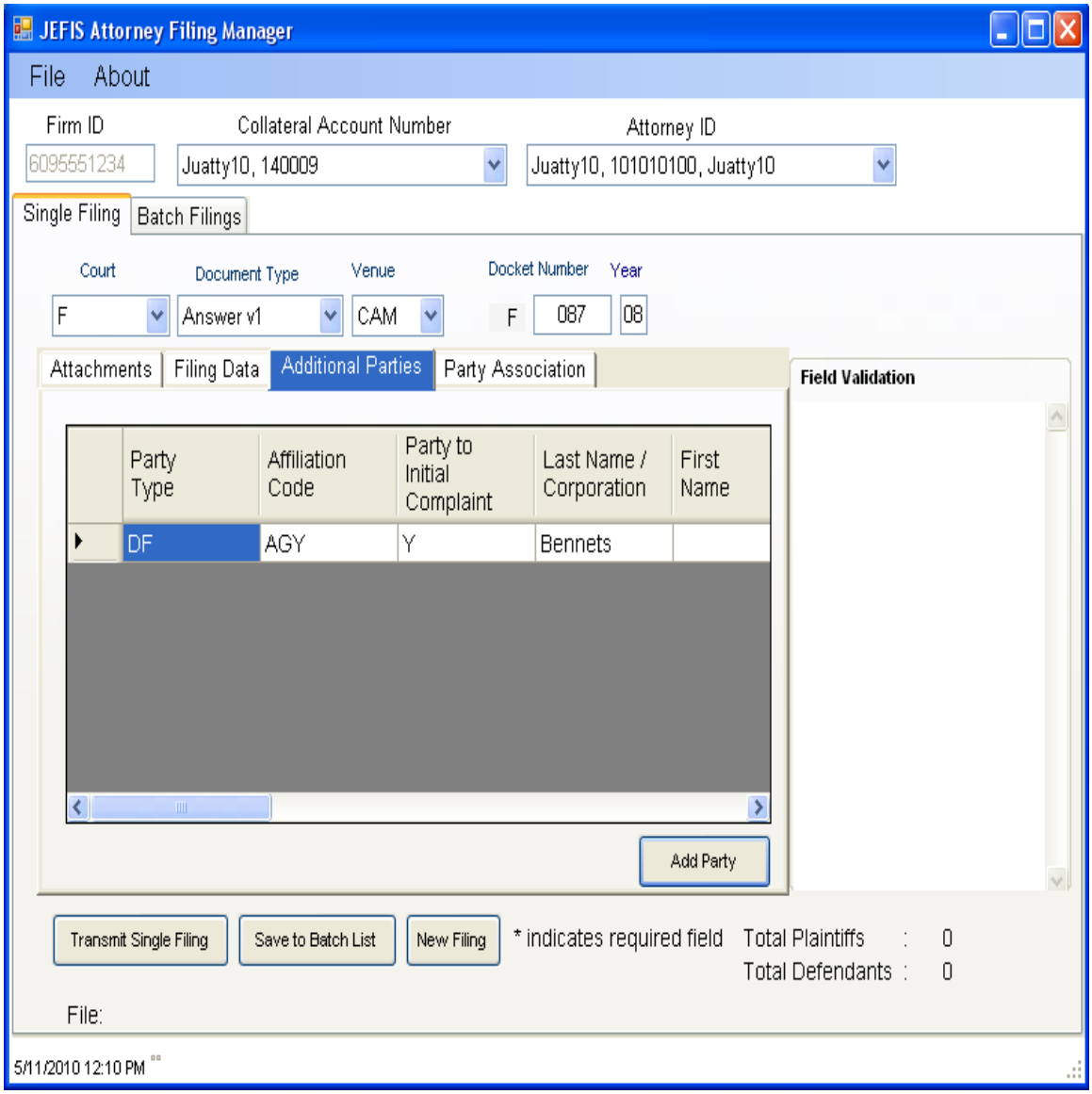
Add Party Window



If an invalid entry is placed in the **Entry** column, an error message will display indicating the reason the additional party cannot be validated. Also, the text found in the **Description** Column will turn RED.



If an error message displays, click the **OK** button to return to the **Add Party** window and correct the invalid entries prior to clicking the **Validate Party** button again.

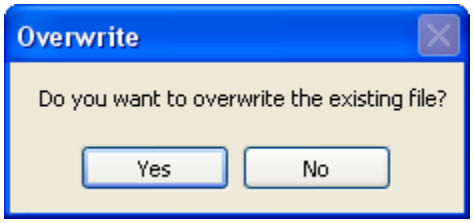


If no entry errors exist, clicking the **Validate Party** button on the **Add Party** window will display the JEFIS Attorney Filing Manager with the Additional Parties.

Certification Overwrite Issue

Scenario 1: User tries to save a Certification v1 to the batch file containing Certification v2 for the same case jacket.

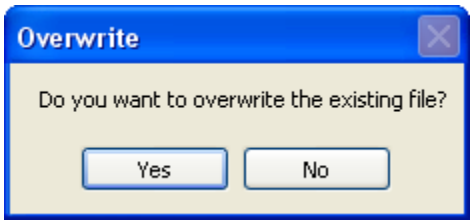
System prompts the user to overwrite the existing file in the batch file (Certification v2) with Certification v1.



If user clicks “Yes” for the above message system overwrites Certification v2 with Certification v1 in the batch file.

Scenario 2: User tries to save a Certification v2 to the batch file containing Certification v1 for the same case jacket.

System prompts the user to overwrite the existing file in the batch file (Certification v1) with Certification v2.



If user clicks “Yes” for the above message system overwrites Certification v1 with Certification v2 in the batch file.

Resolution: In either of the above scenarios the user will be able to file only one of the certification files for a case jacket.

Users can resolve this issue by using different work directories for Certification v1 and Certification v2 or filing them as separate batch lists.

APPENDIX A

The following glossary is arranged by document type, with each section relating to a specific document type, or category of documents, which can be electronically filed via JEFIS Foreclosure. For each document type, each data field to be submitted with an electronic filing is listed with both the basic technical requirements and common descriptions, where appropriate. Depending on the data field it may include the following elements:

Element	Example
Field Name	Defendant First Name
Required/Not Required	Required
Size	72 Characters
Data Type	Numeric
Data Format	MMDDYYYY
Available Codes and Descriptions	B – Business
Description/Purpose of the Field Data	To record the municipal tax map block of the property

A sample XML specification is shown below:

GEQ, F, Additional Parties, 2
Order, Display Id, Map Id, Rule Type, Rule
01, Primary or Target, PT ID, VALUES,
<rows><reqParentDocs></reqParentDocs><row><display>Primary</display><submit>P</submit></row><row><display>Target</display><submit>T</submit></row></rows>
01, Primary or Target, PT ID, REQUIRED, True
02, Party Last Name/Corporation, PLast Name, REQUIRED, True
02, Party Last Name/Corporation, PLast Name, REGEX, ([A-Za-z]{1,20})|^([a-zA-Z]{0})$
03, Party First Name, PFirst Name, REQUIRED, True
03, Party First Name, PFirst Name, REGEX, ([A-Za-z]{1,9})|^([a-zA-Z]{0})$
04, Party Middle Initial, PMid Ini, OPTIONAL, None
04, Party Middle Initial, PMid Ini, REGEX, ([A-Za-z]{1,1})|^([a-zA-Z]{0})$
04, Party Middle Initial, PMid Ini, LENGTH, 0,1
05, Defendant Type, Def Type, VALUES, <rows><row><display>Certificate of Debt</display><submit>Certificate of Debt</submit></row><row><display>Condominium/Homeowner Association Lien</display><submit>Condo Assoc Lien</submit></row><row><display>Docketed Judgment</display><submit>Docketed Judgment</submit></row><row><display>Mortgagor</display><submit>Mortgagor</submit></row><row><display>Obligor</display><submit>Obligor</submit></row><row><display>Obligor and Mortgagor</display><submit>Oblig and Mortgagor</submit></row><row><display>Superior Mortgage</display><submit>Superior Mortgage</submit></row><row><display>Subordinate Mortgage</display><submit>Subordinate Mortgage</submit></row><row><display>Tax Lien</display><submit>Tax Lien</submit></row><row><display>Tenant</display><submit>Tenant</submit></row><row><display>Spouse</display><submit>Spouse</submit></row><row><display>Other</display><submit>Other</submit></row></rows>
05, Defendant Type, Def Type, REQUIRED, True
06, Form of Service, Form of Svc, VALUES, <rows><row><display>Acknowledgement of Service</display><submit>Ackngmt of Service</submit></row><row><display>First Class</display><submit>First Class</submit></row><row><display>Certified Mail</display><submit>Certified Mail</submit></row><row><display>Registered Mail</display><submit>Registered Mail</submit></row><row><display>Regular Mail</display><submit>Regular Mail</submit></row><row><display>Publication</display><submit>Publication</submit></row><row><display>Process Server</display><submit>Process Server</submit></row><row><display>Sheriff</display><submit>Sheriff</submit></row></rows>
06, Form of Service, Form of Svc, REQUIRED, True
07, Amount of Service, Amt of Svc, REQUIRED, True
07, Amount of Service, Amt of Svc, REGEX, (\b\d{1,5}\.\d{2,2}\b)

Data Format Standards

When entering a name in the JEFIS Attorney Filing Manager, do not include a hyphen, apostrophe, period, comma or slash and if possible, do not use 'THE' prior to a name. Names submitted in the correct format will experience faster court processing time than names submitted in the wrong format. Examples of wrong and correct name formats are below.

- Do not include a hyphen in a name.

WRONG FORMAT	**CORRECT FORMAT**
Claire Smith-Todd	Claire Smith Todd
Jo-Ellen Brown	Jo Ellen Brown
L-C-Y Corporation	L C Y Corporation

- Do not include an apostrophe in a name

WRONG FORMAT	**CORRECT FORMAT**
Kate O'Brien	Kate Obrien
John La'Ray	John LaRay
Saint Mary's Church	Saint Marys Church

- Do not include a period in a name

WRONG FORMAT	**CORRECT FORMAT**
Donald Smith Jr.	Donald Smith Jr
Melissa St. Laurent	Melissa St Laurent
Div. of Public Works	Div of Public Works

- Do not include a comma in a name

WRONG FORMAT	**CORRECT FORMAT**
Benjamin Harrison, III	Benjamin Harrison III
Robert Nelson, Jr	Robert Nelson Jr
Daily News, Inc	Daily News Inc

- Do not include a slash in a name

WRONG FORMAT	**CORRECT FORMAT**
Susan Smith/Varney	Susan Smith Varney
State/Local Initiative	State Local Initiative
Office of EEB/CBA	Office of EBB CBA

- Do not include THE at the beginning of a name, if possible

WRONG FORMAT	**CORRECT FORMAT**
The State of NJ	State of NJ
The Automobile Association	Automobile Association
The First National Bank	First National Bank

ANSWER

Answer Data Fields

The following fields are used to create an XML file for an answer document. The fields are presented in the order they appear on the **Filing Data** tab screen for answers on the JEFIS Attorney Filing Manager.

Certification of No Other Action – A required field allowing the following codes:

- N – No
- Y – Yes

Answer Signed – A required field allowing the following codes:

- N – No
- Y – Yes

Certification Pursuant to Rule 1:38 – A required field allowing the following codes:

- N – No
- Y – Yes

Certification of Service – A required field allowing the following codes:

- N – No
- Y – Yes

Debit Amount – A required numeric field with a 999.99 format that records the amount charged for filing.

Charge Reference Number – An optional numeric field allowing up to 9 digits.
Deficiency Reviewer Last Name – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

Additional Parties

Party Type – A required field allowing the following codes:

- DF – Defendant
- PF – Plaintiff
- OR – Other

Affiliation Code – A required field allowing the following codes:
- ADM – Administrator
- AGY – Agency
- BNK – Bank

ANSWER

- BUS – Business
- COM – Company
- CRP – Corporation
- EST – Estate
- EXE – Executor
- FIC – Fictitious
- FSP – Fictitious Spouse
- FRP – Foreclosed Property
- HEI – Heir
- IND – Individual
- JCR – Judgment Creditor
- LIE – Subordinate Lienholder
- REG – Registered Agent
- SNJ – State of New Jersey
- SUP – Superior Lienholder
- TNT – Tenant
- OTH – Other

Party to Initial Complaint – A required alpha field allowing the following codes:

- N – No
- Y – Yes

Last Name/Corporation – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the First Name and Middle Initial fields.

First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Middle Initial – An optional alphabetic field allowing only 1 character.

Address1 – A required alpha/numeric field allowing up to 36 characters/digits.

Address2 – An optional alpha/numeric field allowing up to 36 characters/digits.

City – A required alpha/numeric field allowing up to 16 characters/digits.

State – A required alphabetic field allowing two characters.

Zip Code – A required numeric field allowing either 5 or 9 digits
Phone – An optional alpha/numeric field allowing 10 characters/digits.

Alternate Type Code – An optional field allowing the following codes:

- AK – Also Known As
- DB – Doing Business As

ANSWER

- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SC – Successor
- SU – Surrogate
- TA – Trading As

Alternate Affiliation Code – An optional field allowing the following codes:

- B – Business
- I – Individual

Alternate Last Name/Corporation – An optional alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Alternate First Name and Alternate Middle Initial fields.

Alternate First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Alternate Middle Initial – An optional alphabetic field allowing only 1 character.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

NON-CONTESTING ANSWER

Answer Non-Contesting Data Fields

The following fields are used to create an XML file for a non-contesting answer document. The fields are presented in the order they appear on the **Filing Data** tab screen for non-contesting answers on the JEFIS Attorney Filing Manager.

Certification of No Other Action – A required field allowing the following codes:

- N – No
- Y – Yes

Answer Signed – A required field allowing the following codes:

- N – No
- Y – Yes

Certification Pursuant to Rule 1:38 – A required field allowing the following codes:

- N – No
- Y – Yes

Certification of Service – A required field allowing the following codes:

- N – No
- Y – Yes

Debit Amount – A required numeric field with a 999.99 format that records the amount charged for filing.

Charge Reference Number – An optional numeric field allowing up to 9 digits.
Deficiency Reviewer Last Name – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

Party Entry

Party Type – A required field allowing the following codes:

- DF – Defendant
- PF – Plaintiff
- OR – Other

Affiliation Code – A required field allowing the following codes:

NON-CONTESTING ANSWER

- ADM – Administrator
- AGY – Agency
- BNK – Bank
- BUS – Business
- COM – Company
- CRP – Corporation
- EST – Estate
- EXE – Executor
- FIC – Fictitious
- FSP – Fictitious Spouse
- FRP – Foreclosed Property
- HEI – Heir
- IND – Individual
- JCR – Judgment Creditor
- LIE – Subordinate Lienholder
- REG – Registered Agent
- SNJ – State of New Jersey
- SUP – Superior Lienholder
- TNT – Tenant
- OTH – Other

Party to Initial Complaint – A required alpha field allowing the following codes:

- N – No
- Y – Yes

Last Name/Corporation – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the First Name and Middle Initial fields.

First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Middle Initial – An optional alphabetic field allowing only 1 character.

Address1 – A required alpha/numeric field allowing up to 36 characters/digits.

Address2 – An optional alpha/numeric field allowing up to 36 characters/digits.

City – A required alpha/numeric field allowing up to 16 characters/digits.

State – A required alphabetic field allowing two characters.

Zip Code – A required numeric field allowing either 5 or 9 digits.

Phone – An optional alpha/numeric field allowing 10 characters/digits.
Alternate Type Code – An optional field allowing the following codes:

NON-CONTESTING ANSWER

- AK – Also Known As
- DB – Doing Business As
- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SC – Successor
- SU – Surrogate
- TA – Trading As

Alternate Affiliation Code – An optional field allowing the following codes:

- B – Business
- I – Individual

Alternate Last Name/Corporation – An optional alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Alternate First Name and Alternate Middle Initial fields.

Alternate First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Alternate Middle Initial – An optional alphabetic field allowing only 1 character

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

BACKLOADING

Backloading

This document type is visible in the JEFIS Attorney Filing Manager, but it should not be used. It is for administrative purposes only.

BANKRUPTCY

Bankruptcy Data Fields

The following fields are used to create an XML file for a bankruptcy document.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

Certification V1 & V2

Certification v1 Data Field

Deficiency Reviewer Last Name – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

Certification v2 Data Field

The following field is used to create an XML file for a Certification v2 document. The field is presented as it appears on the **Filing Data** tab screen for Certifications v2 on the JEFIS Attorney Filing Manager.

Rule 4 64-2(d) Affidavit *- A required field which elicits the following codes:

- "O" for Affidavit of due diligence for residential mortgage foreclosure actions pending.
- "S" for Affidavit of due diligence for residential mortgage foreclosure actions in which judgment was entered but no sale of the property has yet occurred.

* Mandatory field

Complaint

Complaint V1 and V2 Data Fields for all case types except 088 (in personam) and 089 (in rem)

The following fields are used to create an XML file for a complaint document. The fields are presented in the order they appear on the **Filing Data** tab screen for complaints on the JEFIS Attorney Filing Manager.

Law Firm Case ID- a required alphanumeric field allowing up to 12 characters/digits. This refers to the Attorney/Law firm internal ID.

Foreclosure Case Type (V1) – A required field allowing the following code:

- ORF- Residential

Foreclosure Case Type (V2) – A required field allowing the following codes:

- 091 – Strict Foreclosure
- 0CD – Condominium or Homeowner's Association Lien Foreclosure
- 0CF – Commercial Mortgage Foreclosure
- 0FP – Optional Foreclosure Procedure
- 0RF – Residential Mortgage Foreclosure
- 0TS – Time Share

Plaintiff Affiliation – A required field allowing the following codes:

- ADM – Administrator
- AGY – Agency
- BNK – Bank
- BUS – Business
- COM – Company
- CRP – Corporation
- CTY- County
- EST – Estate
- EXE – Executor
- IND – Individual
- MUN- Municipality
- SNJ – State of New Jersey

NOTE: BUS (Business) and COM (Company) can be used interchangeably.

Complaint

Plaintiff Last Name/Corporation – An alphanumeric field allowing up to 20/30 characters/digits.	Refer to APPENDIX B for detailed description
Plaintiff First Name – An alphanumeric field allowing up to 9 characters/digits.	
Plaintiff Middle Initial – An optional alphabetic field allowing only 1 character.	

Plaintiff Address 1 – An optional alpha/numeric field allowing up to 36 characters/digits. This field is required if any other part of address is entered (Addr2, City, State, Zip)

Plaintiff Address 2 – An optional alpha/numeric field allowing up to 36 characters/digits

Plaintiff City – An alphabetic field allowing up to 16 characters. This field is required if any other part of address is entered (Addr2, City, State, Zip).

Plaintiff State –An alphabetic field allowing 2 characters. This field is required if any other part of address is entered (Addr2, City, State, Zip)

Plaintiff Zip Code – A numeric field allowing either 5 or 9 digits. This field is required if any other part of address is entered (Addr2, City, State, Zip).

Plaintiff Phone – A numeric field allowing 10 characters/digits.

Alternate Plaintiff Code – An optional field allowing the following codes:

- AK – Also Known As
- DB – Doing Business As
- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SB – Subrogee
- SC – Successor
- SU – Surrogate
- TA – Trading As

This field is required if Alternate Plaintiff code or any part of Plaintiff Alternate Name is entered

Complaint

Alternate Plaintiff Affiliation – An optional field allowing the following codes:

- B – Business
- I – Individual

This field is required if Alternate Party Code or any part of Alternate Party Name is entered

Alternate Plaintiff Last Name/Corporation –An alphanumeric field allowing up to 20/30 characters/digits.	Refer to APPENDIX B for detailed description
Alternate Plaintiff First Name – An alphanumeric field allowing up to 9 characters/digits.	
Alternate Plaintiff Middle Initial – An optional alphabetic field allowing only 1 character.	

Defendant Affiliation – A required field allowing the following codes:

- ADM – Administrator
- AGY – Agency
- BNK – Bank
- BUS – Business
- COM – Company
- CRP – Corporation
- CTY- County
- EST – Estate
- EXE – Executor
- HEI – Heir
- IND – Individual
- JCR – Judgment Creditor

NOTE: BUS (Business) and COM (Company) may be used interchangeably.

Defendant Last Name/Corporation – An alphanumeric field allowing up to 20/30 characters/digits	Refer to APPENDIX B for detailed description
Defendant First Name – An alphanumeric field allowing up to 9 characters/digits	
Defendant Middle Initial – An optional alphabetic field allowing only 1 character	

Complaint

Defendant Address 1 – An optional alpha/numeric field allowing up to 36 characters/digits. This field is required if any other part of address is entered.

Defendant Address 2 – An optional alpha/numeric field allowing up to 36 characters/digits.

Defendant City – An alphabetic field allowing up to 16 characters. This field is required if any other part of address is entered.

Defendant State – An alphabetic field allowing 2 characters. This field is required if any other part of address is entered.

Defendant Zip Code – A numeric field allowing either 5 or 9 digits. This field is required if any other part of address is entered.

Defendant Phone – An optional numeric field allowing 10 characters/digits.

Alternate Defendant Code – An optional field allowing the following codes:

- AK – Also Known As
- DB – Doing Business As
- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SB – Subrogee
- SC – Successor
- SU – Surrogate
- TA – Trading As

This field is required if Alternate Defendant Code or any part of Defendant Alternate Name is entered

Alternate Defendant Affiliation – An optional field allowing the following codes:

- B– Business
- I – Individual

This field is required if Alternate Defendant Code or any part of Alternate Party Name is entered

Complaint

Alternate Defendant Last Name/Corporation – An alphanumeric field allowing up to 20/30 characters/digits.	Refer to APPENDIX B for detailed description
Alternate Defendant First Name – An alpha/numeric field allowing up to 9 characters/digits.	
Alternate Defendant Middle Initial – An optional alphabetic field allowing only 1 character.	

Charge Reference Number – An optional numeric field allowing up to 9 digits.

Original Filing Date – Mandatory and applicable only if the document is a Re-file. Format: MMDDYYYY.

Complaint

Complaint- Additional Party Data Fields

The following fields are used to create additional parties as part of an XML file. The fields are presented in the order they appear on the **Add Party** window of the **Additional Parties** tab screen on the JEFIS Attorney Filing Manager.

Party Type – A required field allowing only the following code:

DF- Defendant
PF- Plaintiff

Affiliation Code – A required field allowing the following codes:

- ADM – Administrator
- AGY – Agency
- BNK – Bank
- BUS – Business
- COM – Company
- CRP – Corporation
- CTY- County
- EST – Estate
- EXE – Executor
- FIC-Fictitious
- FSP-Fictitious Spouse
- HEI-Heir
- IND-Individual
- JCR-Judgment Creditor
- LIE-Subordinate Lien holder
- MUN-Municipality
- REG-Registered Agent
- SNJ – State of New Jersey
- SUP-Superior Lien holder
- TNT-Tenant

Party Last Name /Corporation - A required alphanumeric field allowing up to 20/30 characters/digits	Refer to APPENDIX B for detailed description
Party First Name - An optional alpha/numeric field allowing up to 9 characters/digits.	
Party Middle Initial - An optional alphabetic field allowing only 1 character	

Address1 – A required field allowing up to 36 characters/digits

Complaint

Address2 – A required field allowing up to 36 characters/digits

City – A required alphabetic field allowing up to 16 characters

State – A required alphabetic field allowing two characters-must be NJ

Zip Code – A required numeric field to record the code designated by the postal service to direct the delivery of physical mail or which corresponds to a physical location. This is either a 5-digit form (Zip Code) or a 9-digit form (Zip +4).

Phone – An optional numeric field allowing 10 characters/digits.

Party to Initial Complaint – A required alpha field allowing only the values:

Y – Yes
N - No

Alternate Type Code – An optional field allowing the following codes:

- AK – Also Known As
- DB – Doing Business As
- FK – Formerly Known As
- FL – Full Spell
- NK – Now Known As
- OB – On Behalf Of
- SB – Subrogee
- SC – Successor
- SU – Surrogate
- TA – Trading As

Alternate Affiliation Code- An optional field allowing the following codes:

- B – Business
- I – Individual

Alternate Last Name -An optional field of 30 alphanumeric characters	Rules are same as per Party Last Name/ Corporation, Party First Name and Party Middle Initial
Alternate First Name-Maximum characters is 9	
Alternate Middle Initial- Maximum character is 1	

Complaint

Complaint: Foreclosure Property Data Fields

Note: If more than one property is included, the address for at least one must match the filing venue

Party Type: A 2 character Code defaulted to 'OR'

Municipal Block – A required alpha/numeric field (mandatory for the foreclosed property) to record the municipal tax map block of the property allowing up to 10 characters/digits.

Municipal Lot(s) – A required alpha/numeric field (mandatory for the foreclosed property) to record the municipal tax map lot(s) of the property allowing up to 10 characters/digits.

County- Select the 3 letter county code from the help menu by using the F1 key or by double-clicking the field.

Municipality Code – A required numeric field (mandatory for the foreclosed property) to record the municipal code of the property allowing up to 4 digits. It must match the county for FRP address that is included

High Risk Mortgage Pursuant to P.L.2009,c.84 and P.L.2008,c.127 – A required field (mandatory for the foreclosed property) to record if the mortgage is high risk pursuant to P.L.2009,c.84 and P.L.2008,c.127 allowing the following codes:

- N – No
- Y – Yes

Affiliation Code-a 3 letter code defaulted to 'FRP"

Address1 – A required field allowing up to 36 characters/digits

Address2 – A required field allowing up to 36 characters/digits

City – A required alphabetic field allowing up to 16 characters

State – A required alphabetic field allowing two characters-must be NJ

Zip Code – A required numeric field to record the code designated by the postal service to direct the delivery of physical mail or which corresponds to a physical location. This is either a 5-digit form (Zip Code) or a 9-digit form (Zip +4).

Pro se Indicator – A field allowing 1 character: Values 'N' or 'Y'

Complaint

Party to Initial Complaint – A required alpha field allowing only the value:

Y – Yes
N - No

Complaint Other

Complaint-Other Data Fields

The following fields are used to create an XML file for a complaint-other that includes Amended Complaints, Third Party Complaints, Cross claims, Counterclaims, and Intervener Complaints. The fields are presented in the order they appear on the **Filing Data** tab screen for complaint-other documents on the JEFIS Attorney Filing Manager.

Document Type – A required field allowing the following values:

- C08–Amended Complaint
- C12–Third Party Complaint
- C10–Crossclaim
- C20–Counterclaim
- C06–Intervener Complaint

Reason to Amend Complaint – A required field only for amended complaints allowing the following values:

- Add Party/ Judgment Creditor
- Add Party/ Property Owner
- Add Party/ Borrower or Mortgagor
- Add Party/ Subordinate Mortgagee
- Add Party/ Docketed Certificate of Debt
- Add Party/ Tax Lien
- Add Party/ Other Lien
- Correct Party's Name
- Add Count(s)
- Modify Count(s)
- Other (also used for Third Party Complaints, Crossclaims, Counterclaims, and Intervener Complaints)

Comments – An optional alpha/numeric field allowing up to 72 characters/digits to record the reason for the complaint.

Original Filing Date – Mandatory and applicable only if the document is a Re-file. Format : MMDDYYYY.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Complaint Other

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

JUDGMENT

Judgment Data Fields

The following fields are used to create an XML file for a judgment. The fields are presented in the order they appear on the **Filing Data** tab screen for judgments on the JEFIS Attorney Filing Manager.

Plaintiff Full Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

First Defendant Full Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

All Other Defendant Full Names – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity, separated by commas allowing up to 500 characters/digits.

Street Address – A required alpha/numeric field for the property's commonly known street address (street number and street name) and, if applicable, the unit number of the subject property allowing up to 72 characters/digits.

Municipal Block – A required optional alpha/numeric field for the municipal tax map block of the subject property allowing up to 10 characters/digits.

Municipality Lot(s) – A required alpha/numeric field for the municipal tax map lot(s) of the subject property allowing up to 10 characters/digits.

Municipality Name – A required alpha/numeric field for the name of the municipality where the subject property is located allowing up to 30 characters/digits.

County Name – A required alpha/numeric field for the county where the subject property is located allowing up to 20 characters/digits.

Mortgage Date – A required numeric field with a MMDDYYYY format for the date the mortgage was executed.

Mortgagee Name – A required alpha/numeric field for the current mortgage owner in the format of first name, middle initial and last name, or the full name of the business entity, separated by commas allowing up to 30 characters/digits.

Default Amount – A required numeric field with a 9999999999.99 format for the unpaid principal balance of the mortgage loan on the date of default.

JUDGMENT

Default Date – A required numeric field with a MMDDYYYY format for the date the loan went into default, such as typical term, 30 days after the payment is due.

Date of Amount Due Statement – A required numeric field with a MMDDYYYY format for the date the lender or lender's servicer prepares and signs the certification and schedule of the amount due.

Default Rate of Interest – An optional numeric field with a 999.999 format for the interest rate authorized by the Note upon default.

Interest Rate at Origination – An optional numeric field with a 999.999 format for the interest rate of the loan at origination.

Per Diem – An optional numeric field with a 99999.999 format for the dollar amount of interest accruing on the principal and advances amount in default.

Date Late Charges Accrue – A required numeric field with a MMDDYYYY format for the date when late charges began to accrue on the loan, such as typical term, 15 days after the payment is due.

Final Late Charge Date – A required numeric field with a MMDDYYYY format (Note: The date cannot be later than the date of the complaint).

Monthly Late Charges – A required numeric field with a 9999999999.99 format for the dollar amount of the monthly late charge.

Months Past Due – A required numeric field allowing up to 5 digits for the number of months between the reporting date and the last paid installment date if the first paid installment date is the first day of the month. If the first paid installment date is not the first day of the month, then Loan Delinquent Months Count is the number of months between the reporting date and the last paid installment date, minus one month.

First Advance Date – An optional numeric field with a MMDDYYYY format for the date on which the first advance for taxes or insurance was disbursed.

Last Advance Date – An optional numeric field with a MMDDYYYY format for the date on which the last advance for taxes or insurance was disbursed.

Advance Real Estate Taxes – A required numeric field with a 999999.99 format for the amount paid for property taxes by the lender.

Advance Home Owners Insurance Premiums – A required numeric field with a 9999.99 format for the amount paid for property insurance by the lender

JUDGMENT

Advances Mortgage Insurance Premiums – A required numeric field with a 999999.99 format for the amount paid for property mortgage insurance by the lender.

Advances Inspections – A required numeric field with a 9999.99 format for the amount paid for property inspections by the lender.

Advances Winterizing / Securing – A required numeric field with a 9999.99 format for the amount paid for property winterizing / securing by the lender.

Advances Others (Itemize) – An optional numeric field with a 9999.99 format for all other amounts paid for property claimed by the lender to be permitted under the loan documents.

Less Escrow Monies – A required numeric field with a 999999.99 format for escrow amounts held by the lender and applied in satisfaction of any advances claimed for principal or interest.

Advances Accrual Start Date – An optional numeric field with a MMDDYYYY format for the first date on which the lender is calculating interest on any advances.

Advances Accrual End Date – An optional numeric field with a MMDDYYYY format for the last date on which the lender is calculating interest on any advances.

Interest on Advances – A required numeric field with a 9999.99 format.

Other Charges – An optional numeric field with a 9999.99 format.

Fee for Filing Lis Pendens – A required numeric field with a 999.99 format.

Number of Motion(s) Filed – A required numeric field allowing 3 digits for the number of motions claimed by the lender to the taxed cost.

Search Fees Pursuant – An optional numeric field with a 9999.99 format.

Costs on Application for Writ of Execution – A required numeric field with a 99999.99 format.

Original Loan Amount – A required numeric field with a 9999999999.99 format for the original principal amount of the debt secured by the mortgage. The face value on the note at origination (i.e., the amount borrowed by the mortgagor).

Debt Instrument Execution Date – An optional numeric field with a MMDDYYYY format for the date of execution of the note/ bond.

JUDGMENT

Type of Mortgage – A required field allowing the following codes:

- Balloon Mortgage Loan
- Convertible ARM Mortgage Loan
- Fixed Rate Mortgage Loan
- Fixed-Period ARM Mortgage Loan
- Graduated Payment Mortgage Loan
- Hybrid ARM Mortgage Loan
- Interest-Only Mortgage Loan
- Option ARM Mortgage Loan
- Reverse Mortgage

Mortgage Execution Date – An optional numeric field with a MMDDYYYY format for the date of execution of the mortgage.

Mortgage Recording Date – An optional numeric field with a MMDDYYYY format for the County Clerk's / registrar's mortgage recording date.

Mortgage Recording County – An optional alpha field allowing up to 20 characters for the county where the mortgage on the subject property was recorded.

Mortgage Book – An optional numeric field allowing up to 4 digits for the county mortgage book volume where the mortgage on the subject property is recorded.

Mortgage Page – An optional numeric field allowing up to 4 digits for the county mortgage book page in the mortgage book volume where the mortgage on the subject property is recorded

Mortgage Recording Instrument Number – An optional numeric field allowing up to 7 digits for the Instrument Number assigned by the County Clerk.

ARM Reset Date (if applicable) – An optional numeric field with a MMDDYYYY format for the date on which the next ARM reset is due to occur.

Next ARM Reset Rate (if applicable) – An optional numeric field with a 999.999 format for the expected interest rate on an ARM loan at the next ARM reset date given the reset date. If the reset date is outside of anticipated date of entry of judgment, use the current Note rate.

Amortization Term at Origination – An optional numeric field with allowing 3 digits for the number of months between the scheduled first payment due date and the maturity date of the mortgage, expressed in months.

JUDGMENT

Pre–Payment Penalty (if applicable) – An optional field allowing the following codes:

- N – No
- Y – Yes

Pre–Payment Penalty Amount – A required numeric field with a 999999.999 format if the Pre–Payment Penalty indicator is “Yes”.

ARM index (if applicable) – An optional alpha field allowing 10 characters allowing the following codes:

- CMT – Constant Maturity Treasury
- CODI – Certificate of Deposit Index
- COFI – 11th District Cost of Funds Index
- COSI – Cost of Savings Index
- LIBOR – London Inter Bank Offering Rates
- MTA or MAT – 12–Month Treasury Average
- NMCR – National Average Contract Mortgage Rate
- Prime Rate – Bank Prime Loan
- RNY – Fannie Mae's Required Net Yield
- T-Bill – Treasury Bill

Date Contract Interest Rate Calculated Thru – A required numeric field with a MMDDYYYY format for the date through which interest is calculated on the proof of amount due schedule.

Deficiency Reviewer Last Name – A required alpha/numeric field allowing 30 characters/digits if the document is a re-file.

Debit Amount – A required numeric field with a 999.99 format.

Charge Reference – An optional numeric field allowing 9 digits.

Original Filing Date – Mandatory and applicable only if the document is a Re-file. Format: MMDDYYYY.

Required Fields for Optional Foreclosure

Originating Mortgagee Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

Assignment Date – A required numeric field with a MMDDYYYY format.

JUDGMENT

Assignment Recording Date – A required numeric field with a MMDDYYYY format.

Assignment Mortgage Book – A required numeric field allowing up to 4 digits to record the mortgage book volume where the assignment mortgage is recorded.

Assignment Mortgage Page – A required numeric field allowing up to 4 digits To record the mortgage book page in the mortgage book volume where the assignment mortgage is recorded.

Defaulted Defendants – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 500 characters/digits.

Names of Answering and Appearing Defendants – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 500 characters/digits.

Place of Redemption – A required alpha/numeric field allowing up to 72 characters/digits to record the street address and suite of the municipality.

Redeeming Party's Full Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

JUDGMENT

Defendant Party Fields

Defendant Type – A required alpha field allowing up to 20 characters allowing the following values:

- Certificate of Debt
- Condominium/ Homeowner Association Lien
- Docketed Judgment
- Mortgagor
- Obligor
- Obligor and Mortgagor
- Superior Mortgage
- Subordinate Mortgage
- Tax Lien
- Tenant
- Spouse
- Other

Form of Service – A required alpha field allowing up to 20 characters allowing the following values:

- Acknowledgement of Service
- First Class
- Certified Mail
- Registered Mail
- Regular Mail
- Publication
- Process Server
- Sheriff

Amount of Service – A required numeric field with a 99999.99 format.

MOTION

Motion Data Fields

The following fields are used to create an XML file for a motion. The fields are presented in the order they appear on the **Filing Data** tab screen for motions on the JEFIS Attorney Filing Manager.

Debit Amount – A required numeric field with a 999.99 format that records the amount charged for filing.

Charge Reference Number – An optional numeric field allowing up to 9 digits.

Deficiency Reviewer Last Name – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

PROOF OF MAILING

Proof of Mailing Data Fields

The following fields are used to create an XML file for a proof of mailing. The fields are presented in the order they appear on the **Filing Data** tab screen for proof of mailing on the JEFIS Attorney Filing Manager.

What was Mailed-1 – A required alpha/numeric field allowing the following codes:

- Amended Complaint
- Complaint
- Complaint and Summons
- Default
- Fair Foreclosure Act Notice to Cure
- Final Judgment
- Notice of Sale
- Order
- Proof of Amount Due Defendant
- Proof of Subordinate Lien
- Other

What was Mailed-2 – An optional alpha/numeric field allowing the following codes:

- Amended Complaint
- Complaint
- Complaint and Summons
- Default
- Fair Foreclosure Act Notice to Cure
- Final Judgment
- Notice of Sale
- Order
- Proof of Amount Due Defendant
- Proof of Subordinate Lien
- Other

What was Mailed-3 – An optional alpha/numeric field allowing the following codes:

- Amended Complaint
- Complaint
- Complaint and Summons
- Default
- Fair Foreclosure Act Notice to Cure
- Final Judgment

PROOF OF MAILING

- Notice of Sale
- Order
- Proof of Amount Due Defendant
- Proof of Subordinate Lien
- Other

Comments – An optional alpha/numeric field allowing up to 72 characters/digits.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 30 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character

POST JUDGMENT SHERIFF'S DOCUMENT

Post Judgment Sheriff's Document Data Fields

This document type is visible in the JEFIS Attorney Filing Manager, but it should not be used. It is for administrative purposes only.

REQUEST FOR DEFAULT

Request for Default Data Fields

The following fields are used to create an XML file for a request for default. The fields are presented in the order they appear on the **Filing Data** tab screen for request for default on the JEFIS Attorney Filing Manager.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

RETURN SERVICE

Return Service Data Fields

The following fields are used to create an XML file for a return service document including Affidavit of Service, Acknowledgment of Service, Notice to State of New Jersey, Proof of Publication, Summons, and Proof of Service. The fields are presented in the order they appear on the **Filing Data** tab screen for return service documents on the JEFIS Attorney Filing Manager.

Proof/Service Date – A required numeric field with a MMDDYYYY.

Service Type – A required field allowing the following codes:

- Personal
- Regular Mail
- Certified Mail RRR
- Service on Attorney
- Acknowledgment of Service
- Publication
- Posting
- Attempted Service
- Other

If Substituted Service was utilized, is an Affidavit of Diligent Inquiry Attached? – A required field only when the Service Type field does not contain the value 'Personal' allowing the following codes:

- N – No
- Y – Yes

Who was Served if not Defendant – An optional field, but it must be completed if someone other than defendant was served allowing the following values:

- Agent
- Household Member Over age 14
- Registered Agent
- Officer/Director/Partner
- Attorney
- Other

What was Published/Served – A required alpha/numeric field allowing the following values:

- Summons and Complaint
- Amended Complaint
- Other

RETURN SERVICE

Does the Publication Comply with Rule 4:4–5(c) Service on Absent Defendants – An optional field that must be completed if the Service Type field contains the value 'Publication' allowing the following codes:

- N – No
- Y – Yes

MOTION FOR SURPLUS FUNDS

Motion for Surplus Funds Data Fields

The following fields are used to create an XML file for a surplus money motion. The fields are presented in the order they appear on the **Filing Data** tab screen for surplus money motion documents on the JEFIS Attorney Filing Manager.

Plaintiff Full Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

First Defendant Full Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

Name of Attorney or Law Firm or Self Represented Claimant – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the firm allowing up to 40 characters/digits.

Claimant's Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

Requested Amount – A required numeric field to record all or a portion of the surplus money claimed due with a 9999999999.99 format.

Amount Claimed Due – A required numeric field with a 9999999999.99 format.

Street Address – A required alpha/numeric field for the property's commonly known street address (street number and street name) and, if applicable, the unit number of the subject property allowing up to 72 characters/digits.

Municipality Name – A required alpha/numeric field for the name of the municipality where the subject property is located allowing up to 40 characters/digits.

County – A required alpha/numeric field for the name of the county where the subject property is located allowing up to 40 characters/digits.

Mortgagors/Owners' Names – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

Former Owner-Defendant's Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

MOTION FOR SURPLUS FUNDS

Representation of Business Entity – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

Debit Amount – A required numeric field with a 999.99 format.

Charge Reference Number – An optional numeric field allowing up to 9 digits.

Deficiency Reviewer Last Name – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 30 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character

WRIT

Writ Data Fields

The following fields are used to create an XML file for a writ. The fields are presented in the order they appear on the **Filing Data** tab screen for writs on the JEFIS Attorney Filing Manager.

Plaintiff Full Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

First Defendant Full Name – A required alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 40 characters/digits.

Judgment Date – A required numeric field with a MMDDYYYY format.

Street Address – A required alpha/numeric field for the property's commonly known street address (street number and street name) and, if applicable, the unit number of the subject property allowing up to 72 characters/digits.

Municipality Name – A required alpha/numeric field for the name of the municipality where the subject property is located allowing up to 30 characters/digits.

Purchaser Name – An optional alpha/numeric field in the format of first name, middle initial and last name, or the full name of the business entity allowing up to 30 characters/digits that is required when the Writ Type contains the value 'Writ of Possession'.

Writ Type – A required field allowing the following codes:

- E – Writ of Execution
- P – Writ of Possession

Deficiency Reviewer Last Name – Mandatory and applicable only if the document is a re-file. Maximum number of characters is 30.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

WRIT

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

X-CODE DOCUMENTS

X-Code Document Data Fields

The following fields are used to create an XML file for an x-code document. These documents include correspondence that is to be filed with the court but is not specifically required to be submitted under a pre-defined document type. The fields are presented in the order they appear on the **Filing Data** tab screen for x-code document data on the JEFIS Attorney Filing Manager.

Comments – An optional alpha/numeric field allowing up to 72 characters/digits to record the document type being filed.

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

'OTHER' DOCUMENTS

The Following Documents will be Filed as 'Other' Documents:

- Adjournment Request
- Certification
- Affidavit
- Substitution of Attorney
- Stipulation of Settlement or Stipulation of Dismissal
- Voluntary Dismissal
- Warrant of Satisfaction
- Withdrawn Motion
- Objection to Amount Due
- Objection to Motion
- Correspondence

Other Document Data Fields

'Other' document types do not require the use of the **Filing Data** tab screen. The resulting XML file will not include data elements normally contained on the **Filing Data** tab screen

Party Association

Primary or Target – A required alpha field of 1 character allowing the following values:

- P – Primary
- T – Target

Party Last Name – A required alpha/numeric field allowing up to 20 characters/digits for last name and 30 characters/digits for a corporation. Values greater than 30 characters may be entered in the Party First Name and Party Middle Initial fields.

Party First Name – An optional alpha/numeric field allowing up to 9 characters/digits.

Party Middle Initial – An optional alphabetic field allowing only 1 character.

APPENDIX B

Party Affiliations			Alternate Plaintiff Code/Affiliation		Last Name 30 Chars	Last Name 20 Chars	First Name 9 Chars	Middle Init (1)	Last Name 46 Chars
Plaintiff	Defendant	Additional Parties	Type	Affiliation					
Administrator	Administrator	Administrator				Required	Optional	Optional	
Agency	Agency	Agency			Required				
Bank	Bank	Bank			Required				
Business	Business	Business			Required				
Company	Company	Company			Required				
Corporation	Corporation	Corporation			Required				
County	County	County			Required				
Estate	Estate	Estate				Required	Optional	Optional	
Executor	Executor	Executor				Required	Optional	Optional	
		Fictitious				Required	Optional	Optional	
		Fictitious Spouse				Required	Required	Optional	
	Heir	Heir				Required	Optional	Optional	
Individual	Individual	Individual				Required	Required	Optional	
	Judgment Creditor	Judgment Creditor				Required	Optional	Optional	
		Subordinate Lien holder				Required	Optional	Optional	
Municipality		Municipality			Required				
		Registered Agent				Required	Optional	Optional	
State of New Jersey		State of New Jersey			Required				
		Superior Lien holder				Required	Optional	Optional	
		Tenant				Required	Optional	Optional	
United States of America	United States of America	United States of America			Required				
			Full Spell						Required
				Business	Required				
				Individual		Required	Required	Optional	

(1) Middle initial is only acceptable if the "First Name" field is populated, otherwise, the field should be left blank.

BACK